



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion, and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: Risk Management and Compliance Manager/Officer

Autobooks works with financial institutions across the country to provide better digital banking tools to small businesses. The purpose of the position is to mitigate risk and manage business operations to be compliant with payment processing industry regulations and requirements. This is a critical role to our overall financial platform and this person will develop and administer all key risk management programs and policies.

Our ideal candidate is a dynamic, proactive, and decisive person; recognized for their thought leadership and swift action in making sound risk management decisions. This person adapts well to and initiates change in the organization, seeking ways to optimize processes to maintain a competitive business advantage. Key traits for this individual include high developed communication, problem-solving and project management skills.

Responsibilities:

- Create an environment of risk awareness and advise senior leadership on appropriate protocols for now and the future
- Develop risk infrastructure to mitigate risk within the company's operations; developing, implementing, and monitoring policies and procedures to support a healthy business
- Work with third-party vendors to mitigate fraud losses and assure monitoring controls are operating effectively
- Ensure compliance with all financial audit requests, due diligence requests from financial institutions and payment processors, and payment card industry security standards audit requests.
- Conduct detailed risk assessments analyzing the company's processing trends, reports and statistics that impact the company's profitability
- Oversight and participation in FFIEC and SOC 1/SOC 2 audits as required by the business and its clients



Required Experience/Skills:

- Bachelor's degree in finance or related field or equivalent experience in risk mitigation/risk management
- Knowledge of and experience with SOC1, SOC2 and PCI compliance is highly desired
- BSA or AML certification or experience with related policies and procedures
- Experience in the banking industry is highly preferred

Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Risk Management" as the subject. To learn more about us, visit www.autobooks.co.