



## Overview:

**Vacancy Reference Number: MSMS 2023-022**

**Location: Atlanta, GA**

### Job Description

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|---|---|
| <b>Business Entity: Mount Street US (Georgia) LLP</b>   | <b>Review Date: 6/9/2023</b>                  |
| <b>Cost Code/ Business Unit: 24 - CRE Primary Servicing - US</b>  |   |
| <b>Division: Strategic Projects &amp; Compliance</b>  | <b>Department: US Loan Servicing</b>          |
| <b>Corporate Title: Associate</b>   | <b>Functional Title: Compliance Associate</b> |
| <b>Ultimate Reporting Line: Allison Avila, Executive Director</b>   |   |
| <b>Responsible For:</b> Ongoing compliance relative initiatives in support of Mount Street's US businesses.   |   |
| <b>Explain who will cover the role when current individual is absent from the office:</b><br>Executive Director, Strategic Projects & Compliance  |   |
| <b>Purpose (a brief encapsulation of what the jobholder is required to accomplish):</b><br><br>Independently test and monitor Mount Street's compliance with its self-defined business controls and serve as an un-conflicted resource for strategic projects.  |   |
| <b>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</b> <ul style="list-style-type: none"> <li>• <b>Maintaining/Coordinating Compliance Calendar.</b> Tracks and coordinates on-going reviews of policies and procedures, risk assessments, business continuity/disaster recovery plans, internal/external operational audits, and rating agency reviews;</li> <li>• <b>Internal/External Audit.</b> Independently coordinates compliance exercises on behalf of Mount Street's US-based businesses including quarterly internal audits and external SOC-I, Type 2 and RegAB audit exercises;</li> <li>• <b>External Reporting.</b> Compiles answers to vendor qualification questionnaires regarding compliance policies &amp; procedures and documentation, and compiles information and presentations for rating agencies (including organizing efforts of the team to secure / maintain satisfactory rankings);</li> <li>• <b>Service level deliverables.</b> Abstract service level deliverables from Mount Street's US-based servicing agreements, client contracts and Pooling &amp; Servicing Agreements and by which</li> </ul> |   |

ongoing compliance is monitored and reported to management; monitors AML and tax reporting requirements;

- **Strategic Projects.** Under the guidance of the Executive Director, act as a resource for internal projects designed to support the evolving needs of the business;
- **Fee-Based/Overflow Abstracting.** Serve as the primary resource for client engagements on which Mount Street is engaged to abstract contracts, loans and / or leases on a fee basis or to support operations

Travel: 0-15%

**Skills and Competencies** (Key skills, competencies and attributes required for success):

- 2+ years' experience in a compliance related industry;
- Bachelor's Degree in real estate, business, finance, accounting or equivalent experience;
- Ability to abstract pertinent data from legal documents such as loan documents, leases, servicing agreements,
- Experience securing and maintaining agency ratings during internal and external audits preferred;
- Knowledge of sophisticated loan structures including syndicated transactions, CLO's, CDO's, and CMBS loans, warehouse line & facility financing structures a plus;
- Capacity to quickly digest new processes and business situations, identify the logic and KPI which drive a successful outcome, analyze the current environment to determine where process adjustment may be needed;
- Strong professional communication skills, both verbal and written; ability to effectively interact with all levels of the organization from entry level positions to executive management;
- High-quality interpersonal skills; ability to build effective relationships throughout the organization and to represent the firm with distinction externally;
- Analytical thinker with strong results orientation; excellent decision-making, problem solving and organizational skills with meticulous attention to detail;
- Ability to self-direct activities in pursuit of functional and personal goals yet quickly identify when something needs to be escalated within the organization;
- Willingness to take responsibility for one's own personal development in a dynamic environment; determine the hard and soft skills and abilities needed for success in the role and on a given assignment, then identify and proactively resolve deficiencies;
- Sense of urgency, ability to prioritize short-term actions against long term goals in a fast-paced, ever-changing environment;
- Strong computer skills with emphasis on Microsoft Excel, Word, and Outlook and ability to learn new systems or other software as implemented;

**Essential Approved Persons Examinations** (e.g. FSA, CFA):

N/A

**Professional Examinations required** (e.g. ACCA):

N/A

**Other skills required, essential or desired** (e.g. languages):

Good English language skills

**Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.**

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on [HR@mountstreet.com](mailto:HR@mountstreet.com) or +44 (0) 20 7659 7051.