

**Automated Mortgage Systems, Inc.**

## **Compliance Rules Specialist**

**Hybrid Position in Las Colinas, Irving, Texas Offices – 3 Days/wk; 3 Weeks/mo. (7 am to 2:30 pm)**

### **About the Role**

We are seeking a Compliance Rules Specialist to translate complex federal and state mortgage regulations into clear, testable business rules that can be implemented by engineering teams within our SaaS platform.

This role sits at the intersection of compliance, technology, and data. You will analyze regulatory guidance, consent orders, and state-level requirements, interpret legal language, and express those requirements as structured logic, algorithms, and test scenarios. You will also partner closely with programmers to validate implementations and ensure regulatory intent is preserved in production code.

This is an ideal role for someone with a programming mindset, strong regulatory curiosity, and comfort working in a fast-paced startup environment.

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### **Key Responsibilities**

#### **Regulatory Analysis & Interpretation**

- Analyze mortgage-related regulations, guidance, and bulletins from federal and state regulators
- Interpret legal and regulatory language and translate requirements into clear, operational rules
- Identify ambiguities, edge cases, and jurisdictional variations that impact system logic
- Partner with the Head of Compliance to align interpretations with regulatory expectations

#### **Business Rules & Algorithm Design**

- Translate regulatory requirements into algorithm-ready business rules for engineering teams
- Define conditions, thresholds, exceptions, and decision logic in structured formats

- Review and validate technical rule designs to ensure regulatory fidelity
- Provide clear explanations of regulatory intent to non-legal, technical audiences

### **Testing & Data Validation**

- Build and maintain test datasets to validate compliance rules and system behavior
- Execute rule testing scenarios and review outcomes against regulatory requirements
- Provide structured feedback to programmers on rule accuracy, gaps, or unintended consequences
- Support regression testing as rules evolve due to regulatory changes or product updates

### **Cross-Functional Collaboration**

- Work closely with engineering, product, and data teams throughout the rule lifecycle
  - Support internal audits, regulatory exams, and client inquiries related to rule logic
  - Assist in documenting compliance rules, assumptions, and version history
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### **Required Qualifications**

- Experience analyzing and interpreting regulatory or policy-driven requirements
  - Strong analytical skills with the ability to express complex requirements unambiguously
  - Comfort working with structured logic, decision trees, or rule-based systems
  - Ability to collaborate effectively with programmers and technical teams
  - Willingness to work beyond standard business hours when needed, consistent with startup demands
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### **Preferred Qualifications**

- Programming or technical background, with the ability to understand how rules are implemented in code

- Experience in the mortgage industry, including servicing, lending, compliance, or mortgage technology
  - Familiarity with federal and state mortgage regulators and frameworks (e.g., CFPB, state banking departments)
  - Experience working in SaaS, fintech, regtech, or startup environments
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## **Education**

- Bachelor's degree preferred (finance, business, law, technology, data, or related field)
  - Degree not required if supported by relevant professional or technical experience
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## **Skills & Competencies**

- Strong written communication skills, especially in translating legal language into plain English and logic
  - High attention to detail with the ability to reason through edge cases and exceptions
  - Structured thinker comfortable with ambiguity and evolving requirements
  - Professional judgment in regulated environments
  - Ownership mindset and bias toward execution
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