



**Position:** Corporate Compliance Counsel

**Experience:**

- Juris Doctor from accredited law school.
- 1-5 years minimum experience in business environment (law firm or other).
- Contract Drafting and Negotiating experience desired.
- Banking or Finance background desired.
- Legal project management experience desired.

**Desired Skills and Traits:**

- Self-starter with strong sense of urgency.
- Organized with strong time management skills. Adhering to timelines is essential.
- Strong Interpersonal skills, team player who works well with all employees.
- Willing to learn the business. Pitch in as needed in an innovative, fast paced environment.
- Proactive thinker constantly seeking improvement opportunities.
- Positive Attitude and Professional demeanor.

**Example Daily Activities:**

- Client/Partner Contracts
  - Work with Sales team in contract negotiation.
  - Support sales team as needed (attend client meetings, correspond with client's counsel/representative).
- Vendor Agreements
  - Identify risk and redline proposed agreements.
  - Clearly communicate identified risk with applicable business groups.
  - Support business representative in negotiating the contract to favorable terms.
- Collateral
  - Work with Compliance and Implementations teams to produce and maintain key documents (Terms & Conditions, Pre-Acquisition disclosures, etc.).
  - Accurately document and track work in progress.
- Complaints, Court Orders, and Subpoenas
  - Research account history via FIS (processor).
  - Work with business group as needed to draft written response and timely submit.
- Due Diligence
  - Work with Sales and Partner Development in responding to RFAs and other due diligence requests.
  - Create and maintain due diligence library.
- Insurance renewals.
  - Assist with annual renewal applications and underwriting questions.
  - Monitor premium payments.
  - Maintain detailed records.



### **About Prepaid Technologies:**

Prepaid Technologies is a fast-growing company that offers electronic payment solutions to businesses throughout the US. Founded by bank industry veterans with more than 50 years of electronic payments expertise, our vision is to continue pioneering the prepaid industry by providing trusted payments technology with our high tech and high touch approach. Prepaid Technologies offers a wide range of payment solutions that empower and drive audiences. Our tech-enabled solutions create more secure, faster payments that reduce cost, improve control, and create efficiencies.

### **Core Values**

- We look for Solutions and ask, “Why Not?”
- We are Nimble and Creative and use those strengths to Innovate
- We embrace and leverage Technology
- We have Passion for our work and our customers
- We row together with Respect for everyone we work with
- We have Fun – life is short!

### **Working at Prepaid Technologies:**

- Flexibility, honesty, trustworthy and caring
- Paid vacation
- Competitive compensation
- Rapidly growing small business
- Casual, but energetic work environment
- Employee benefits plan
- 401K program with company match
- Stock Options