

Compliance Specialist

POSITION PURPOSE

Assists the Director of Compliance with ensuring that the Credit Union is in compliance with all state and federal regulations. Reviews and appraises the soundness, adequacy, effectiveness, and proper application of related policies and procedures. Compiles and issues reports detailing conclusions and providing recommendations for improvement. Prepares and files reports with government agencies as directed by law. Provides administrative support by implementing systems, procedures, and policies; completing projects in support of compliance.

QUALIFICATIONS:

EDUCATION/CERTIFICATION: Associates degree in Business Administration, Accounting, Finance, or related field or equivalent is necessary.

REQUIRED KNOWLEDGE: Thorough knowledge of applicable federal and state financial regulations regarding BSA, and compliance.

EXPERIENCE REQUIRED: Three to Four years of experience in compliance.

SKILLS/ABILITIES: Solid analytical and problem-solving skills. Attentive to detail and observant. Good communication skills. Effective public relations abilities. Creative and able to develop innovative solutions.