



Job Title: Compliance Officer

Department: Leadership

Reports to (Title): President

FLSA: Exempt – Full Time

PURPOSE OF JOB:

Responsible for administrating and managing the Credit Union’s overall compliance program. By ensuring the credit union is in full compliance with the rules, regulations and internal policies and procedures. In addition, the Compliance Officer will be responsible for oversight of the Credit Union’s Vendor Management Program, internal audits as well as the Credit Union’s business continuity plan.

ESSENTIAL RESPONSIBILITIES:

- Develop and implement a risk-based compliance program. Ensure the Credit Union is adhering to the Bank Secrecy Act and OFAC requirements in the capacity of the Credit Union’s BSA Compliance Officer. Experience with BSA filing and software such as Verafin is preferred.
- Review, revise and develop credit union forms, contracts, agreements and disclosures to ensure compliance with applicable laws, rules and regulations. Interface with legal counsel to ensure that the terms and condition set forth in forms, contracts, agreements and disclosures are accurate, complete, and meet the needs of and properly protect the credit union.
- Develop, participate in, and review current and proposed changes to marketing materials, credit union policies, procedures and risk assessments for compliance with applicable regulatory and consumer/public interest laws, rules and regulations, and provide recommendations for any necessary changes.
- Participate in new product development and provide input regarding compliance concerns relevant to proposed and current products and services offered by the credit union including electronic delivery services such as the Internet.
- Assist with federal and state examiners during compliance-related examinations, ensure that compliance issues are adequately addresses with internal and external auditors as well as examiners and monitor corrective action of any compliance deficiencies identified in

regulatory reports of examination. Conducts internal audits and reports to Board of Directors.

- Coordinate the implementation of the Credit Union's Business Continuity Plan. Facilitate testing of the plan and ensure the plan is current at all times.
- Oversee the Vendor management program. Adhere to the Credit Union's Vendor Management Policy and ensure initial due diligence is conducted when new vendors are being considered. Ensure the regular monitoring of vendors is in accordance with the policy. Experience with vendor management software such as Ncontracts is preferred.
- Keep abreast of, monitor, and analyze developing trends and changes in regulatory compliance laws, rules and regulations, and advise management of the operational impact of such trends and changes. Facilitate implementation of new and regulatory changes as necessary.
- Whether self-initiated or at the request of leadership or staff, conduct research of individual regulatory-related matters (i.e., practices, proposals, etc.), identify and communicate regulatory compliance, deficiencies or potential problems, and provide guidance in the development of alternative solutions or implementation of corrective action. Provide written responses (as applicable) to inquiries of regulatory nature, supporting analysis, conclusions and recommendations upon well-investigated and documented research of regulatory requirements. Prepare regulatory-related documentation and policy statements requiring adoption by the board or periodic board review and approval. Report as appropriate, regulatory matters, concerns, and/or the overall compliance condition of applicable divisions, departments, operations or functions within the credit union to the board of directors or senior leadership.
- Promote and maintain a confidential environment to protect member, employee, and credit union information
- Create and promote a positive professional image of one's self and the credit union
- Exemplify the credit union's People Caring More core purpose and core values
- Pursues continued educational opportunities such as webinars, seminars, conferences, chapter meetings, online training, additional certifications and reviews credit union publications and financial publications.
- Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Perform all other duties as assigned

EDUCATION/EXPERIENCE:

- Bachelor's degree in Business/Finance or related field, or an equivalent combination of formal training and experience.
- 5+ years of compliance and/or financial industry experience

CERTIFICATES, LICENSES, REGISTRATIONS:

- BSACS preferred
- CUCE preferred

SKILLS, ABILITIES, AND OTHER REQUIREMENTS:

- Ability to communicate, written and verbal, complex technical information effectively and in an easy-to-understand manner
- Ability to perform responsibilities with composure under the stress of deadlines, accuracy, quality and/or fast pace.
- Ability to deal calmly and professionally with numerous different personalities
- Ability to be bonded required
- Ability to successfully organize, prioritize, and manage multiple responsibilities
- Ability to research and comprehend industry trends
- Ability to perform repetitive tasks
- Ability to sit/stand for long periods of time (6-8 hours per day)
- Lifting (up to 25lbs) and the ability to reach and/or stoop/bend required
- Vision abilities include close vision, distance vision, and peripheral vision
- Occasional travel to offsite locations required
- Team player with a positive attitude and flexibility
- Must be capable of regular, reliable and timely attendance.
- Professional demeanor and personal accountability
- Must be capable of exercising highest level of discretion on both internal and external confidential matters.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.