EXTRA Credit Union - Job Post

Compliance Specialist

Department: Compliance Grade: 6

Reports To: Compliance Officer Classification: Non-Exempt

Role:

Support Compliance Officer to develop, implement and administer all aspects of the Bank Secrecy Act compliance program. Support the investigation of fraudulent, illegal or improper activity by internal or external means and the prevention and recovery of losses sustained by such activities.

Essential Functions & Responsibilities:

Responsible for daily review of credit union BSA transaction monitoring software. Transactions are inclusive of all credit union delivery channels. Acknowledge and review all alerts documenting investigation of accounts for suspicious activity and fraud. Utilize software for reporting and analyzing trends, and report any fraudulent or suspicious activity to the Compliance Officer. Understand all aspects and capabilities of BSA software to maximize its effectiveness for credit union operations.

Assist in completing internal control reviews, report monitoring, and audits including but not limited to high-risk account monitoring, credit dispute reviews, and cash audits.

Identify suspicious activity and currency transactions that warrant required regulatory report filings. Assist in completing required reports per requirements within deadlines established.

Participate in new product development and project meetings and provide expertise as well as ongoing information about new and changing developments. Identify efficiencies in processes and tasks. Support and contribute to the overall Credit Union goals and objectives.

Assist the Compliance Officer in staying abreast of regulatory changes and ensure these changes are trained and implemented.

Knowledge and Skills:

Experience One year to three years of similar or related experience.

Education Minimum high school diploma or GED. Post high school education is desired.

Interpersonal Skills

A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and is usually of a sensitive nature. Exceptional verbal and written communication skills are required when working with internal

and external contacts.

Other Skills Investigative work requires attention to detail, clear documentation and problem resolution.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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