

EXTRA Credit Union
Structured Compensation - Job Description
Compliance Officer

Data Year: 2023

Prepared On: 12/22/2022

Department:	Administration	Grade:	11
Reports To:	Assistant Vice President of Risk	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	2
Approved By:	DMW	Effective Date:	06/01/2012
		Revised Date:	01/23/2020

Role:

Responsible for ensuring the policies and procedures of the Credit Union comply with the appropriate laws and regulations. Analyze new and pending laws that could directly affect the Credit Union's current practices. Develop and revise current policies and procedures to ensure compliance. Ensure all affected areas of the Credit Union are kept informed of changing laws and procedures for implementation to be completed at the appropriate time. Also responsible for developing and administering the Credit Union's Bank Secrecy Act/Anti-Money Laundering Program, to ensure that the Credit Union's policies, procedures and practices comply with applicable laws and regulations.

Essential Functions & Responsibilities:

- E 25% Analyze new and pending laws which will affect the Credit Union's current operations, develop and periodically review and update the policies and procedures to ensure compliance with the applicable Federal and State laws and regulations. Notify all affected parties of changes and the new procedures adopted.
- E 25% Responsible for Anti Money Laundering/Bank Secrecy Act software for detection and monitoring. Suggest enhancements. Participate in any upgrades and enhancements and provide organization support for prevention methods, to include training and instruction manuals.
- E 20% Continue to develop and implement a compliance program to effectively review pertinent areas of the Credit Union for compliance.
- E 15% Develop compliance resources, build network relationships and participate in meetings to maintain compliance knowledge and best practices.
- E 10% Responsible for scheduling and performing all compliance audits. Will also review and prepare reports of findings and present to management and Board of Directors.
- E 5% Perform other job related duties as assigned.

Performance Measurements:

1. Develop, maintain, and demonstrate current knowledge of applicable State and Federal Laws and Industry Regulations to ensure the Credit Union's policies and procedures remain compliant and are adhered to in all areas.
2. Ensure departments and staff are informed of new or revised policies or regulations affecting their compliance within the required time frame as set down by management.
3. Develop and maintain a library of compliance resources to help educate employees.
4. Prepare and deliver assigned reports in a timely, accurate manner.
5. Keep management informed of key operating issues affecting the credit union or any department.
6. Troubleshoot and resolve member and internal inquiries in a timely, accurate manner.
7. Provide informed, professional, accurate service and support to all members and associates.

Knowledge and Skills:

- Experience Five to ten years of similar or related experience
- Education (1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).
- 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/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary. Ability to multi task and set priorities.
- Other Skills Superior verbal and written communication skills are required to communicate to all levels in the organization. Microsoft Office skills, particularly with Excel. Ability to learn new software programs and analyze data.
- Physical Requirements This job requires using hands and fingers to keyboard for data entry into a computer, which may include repetitive motions. Ordinary visual acuity is needed to prepare and revise documents. Average hearing ability is necessary to receive detailed information verbally. This job is mainly sedentary and may require the candidate to exert up to 20 lbs. of force occasionally.
- Work Environment No hazardous or significantly unpleasant conditions exist, such as in a typical office.

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

Printed Employee Name

Date

Employee Signature