

## **Compliance Officer – Part time**

As our Compliance Officer you will ensure compliance with applicable NCUA rules & regulations, Federal Regulations, and statutory requirements as well as, OFAC, AML, BSA, Patriot Act

### **Job Description**

- maintain & review policies, procedures, & practices to ensure compliance with laws and regulations
- protect us from regulatory risk through compliance management
  - file all required CTR's & SAR's
  - oversee and implement methods of maintaining compliance
  - recommend, develop, & implement changes to existing & proposed procedures, policies & programs
  - oversee & manage scope & contract management for external compliance, credit & operation audits
  - oversee revision, preparation & dissemination of new & updated compliance standards & procedures
  - coordinate, supervise, and support credit unions compliance-related programs
  - prepare monthly reports for Board as well as write procedure manuals
- Participate in new product planning
- Research individual matters and provide written responses
- Review system programming and security functions
- Maintain compliance training program
- Report as appropriate overall compliance condition to Board and senior management

### **Requirements**

- Bachelor's degree in Business Administration or related discipline
- knowledge in Patriot Act, BSA, AML, OFAC, NCUA rules & regulations
- 5+ years experience in financial institution compliance area

If you are interested in applying for this position, please forward your resume along with salary requirements and three professional references to:

CEO@ukrfcu.com