

Job Title	Compliance Officer
Short Description	Review credit union policies and procedures to ensure compliance with all related laws and regulations applicable to the credit union. Recommend policy changes to senior management and/or the Board of Directors that will facilitate the credit union's compliance program, reduce risk, and reflect changes in regulations. Update and disseminate information regarding laws and regulations. Work as liaison to the Supervisory Committee, auditors, and regulators.
Full Description	<ul style="list-style-type: none"> • On an on-going basis, review laws and regulations that impact the credit union's compliance requirements, with emphasis on Bank Secrecy Act, Patriot Act, and OFAC. • Evaluate the credit union's policies, procedures, products, and programs to ensure compliance with applicable laws and regulations. Make recommendations for change where appropriate. • Disseminate information, answer questions, and be a subject matter expert for the credit union on all compliance-related issues. • Assess risk potential of current procedures and institute new procedures that minimize loss exposure. • Ensure that any change in policy or procedure is communicated to impacted departments, or the credit union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented. • Develop and implement corrective action procedures as necessary to ensure compliance with policies and procedures and to avoid future compliance problems. • Perform internal audit procedures as dictated by the Supervisory Committee, and report to the SC and/or management. • Assist in the revision and/or design of forms, products, and web site, programs, or promotions to ensure compliance with all State and Federal rules and regulations. • Develop or assist in the development of compliance training programs. • Assist examiners and external auditors with their examinations/audits, making available the information that is necessary to complete their examinations/audits. • Develop and ensure implementation of record retention policies and procedures in accordance with regulations and laws. • Monitor and research compliance alerts in Verafin and document cases. • File suspicious activity reports and review currency transaction reports, as needed. Oversee the completion of CTRs by the tellers, and review for accuracy. • Perform/update risk assessments annually for BSA, ACH, and others, as required. • Review and report HMDA data. • Coordinate security reviews and testing. Analyze results and implement suggested procedures for any security risks identified.
Education	<ul style="list-style-type: none"> • High school diploma or GED • Financial institution compliance experience preferred
Additional Comments	<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, written and verbal communication skills

- Proficient in fact finding, investigation, and research
- High level of integrity and confidentiality
- Ability to meet deadlines
- Demonstrates ability to work well within a group setting
- Maintains a positive attitude

Credit Union	ACIPCO FCU
State	Alabama
Contact Name	Alison Cooke
Email	acooke@acipcofcu.com
Phone	205-397-1940
Fax	205-251-1513
Expiration Date	09/30/2021