

| | |
|--------------------------|---|
| Job Title | Compliance Assistant |
| Short Description | <p>At Alabama Credit Union, our employees feel good about their careers. We create an environment rich in learning and advancement opportunities, community support activities, and chances to provide input on company initiatives. Our “Best Companies to Work For in Alabama” and “Best Credit Unions” designations say it best- our employees feel good about their lives. This position exists to carry out basic fraud and risk control measures and basic BSA activities. It is located at the Annex Building in Tuscaloosa, Alabama. The Compliance Assistant will be responsible for providing members with an outstanding service experience within the framework of the Alabama Credit Union Shared Values and supporting the overall compliance strategies of the Alabama Credit Union.</p> |

| | |
|-------------------------|---|
| Full Description | <p>At Alabama Credit Union, our employees feel good about their careers. We create an environment rich in learning and advancement opportunities, community support activities, and chances to provide input on company initiatives. Our “Best Companies to Work For in Alabama” and “Best Credit Unions” designations say it best- our employees feel good about their lives. This position exists to carry out basic fraud and risk control measures and basic BSA activities. It is located at the Annex Building in Tuscaloosa, Alabama. The Compliance Assistant will be responsible for providing members with an outstanding service experience within the framework of the Alabama Credit Union Shared Values and supporting the overall compliance strategies of the Alabama Credit Union.</p> <p>Duties include monitoring new account openings, documents, and transactional activities to ensure accuracy and compliance with relevant laws, rules, and regulations; monitoring and reporting appropriate account transactions to comply with the Bank Secrecy Act; assisting with research for BSA-related reports and research for legal documents; performing a variety of miscellaneous tasks including typing, filing, computer input, scanning, and answering telephone, and other duties as assigned to ensure smooth business operations for member and team members; and completing tasks and maintaining work area in accordance with the Branch Operating Standards. In return, those who hold this role get to work at one of the best places in the world.</p> <p>If you cannot maintain a calm demeanor under potentially stressful circumstances, if you cannot work in a fast-paced environment with multiple priorities, or if you don't do well with “attention to detail” jobs, this may not be the job for you.</p> <p>However, if you want the opportunity to provide great service and thrive on helping people in your workplace and community, it may be the perfect opportunity to feel good about your career!</p> <p>Minimum qualifications include a two year college degree or completion of a specialized course of study at a business or trade school or completion of a specialized and extensive in-house training or apprenticeship program; one year to three years of similar or related experience in a compliance/disclosure role, member transactions/accounts, record retrieval, or Bank Secrecy Act; a significant level of trust and diplomacy; good computer skills</p> |
|-------------------------|---|

(including the ability to use Microsoft Office products and web-based applications); good organizational skills; and good oral and written communication skills. Other required skills include self-motivation, eagerness to learn new information, the ability to maintain a calm demeanor under potentially stressful circumstances. Basic understanding of criminal and civil law (check kiting, identity theft, etc.) and the ability to use discretion in the sharing of information, including the highest degree of confidentiality with information that is not to be disclosed according to law and/or ACU policy are required.

To apply for the Compliance Assistant position:
Interested candidates may apply online no later than June 10, 2022.

| | |
|----------------------------|--|
| Education | Two Year Degree Preferred |
| Additional Comments | A completion of a specialized course of study at a business or trade school or completion of an in-house training or apprentice program. |
| Credit Union | Alabama Credit Union |
| State | Alabama |
| Contact Name | Brad Baggett |
| Email | bbaggett@alabamacu.com |
| Phone | 205-960-2794 |
| Fax | |
| Expiration Date | 06/24/2022 |