

Job Title	Compliance Officer
Short Description	Responsible for ensuring the policies and procedures of the Credit Union comply with the appropriate laws and regulations. Analyzes new and pending laws that could directly affect the Credit Union's current practices. Develop and revise current policies and procedures to ensure compliance. Ensures all affected areas of the Credit Union are kept informed of changing laws and procedures for implementation to be completed at the appropriate time.
Full Description	<p>Functions & Responsibilities:</p> <ul style="list-style-type: none">• Reviews, assesses, develops, revises, and ensures the adequacy of programs, policies, and procedures designed to safeguard Credit Union assets and maintain regulatory compliance. Ensures policies and procedures are appropriately disseminated.• Stays informed of new and pending laws and developments related to compliance issues, analyzes requirements, appropriately revises policies and procedures, and ensures communication and implementation of regulatory changes.• Develops, directs, and implements a compliance program and schedule to review internal Credit Union areas for compliance. Investigates complaints.• Provides employee training on compliance related issues and policy changes. Develops a library of compliance resources for employee use.• Compiles and issues reports detailing conclusions of audits and compliance analysis, reports violations as appropriate, provides recommendations for improvement, and follows up to ensure compliance.• Maintains records and documentation of compliance activities, complaints, investigations, and outcomes. Analyzes, prepares, and files appropriate reports with regulatory agencies.• Prepares and presents reports concerning Credit Union compliance issues to the Board of Directors and Supervisory Committee as requested.• Performs other job related duties as assigned. <p>Performance Measurements:</p> <ul style="list-style-type: none">• The Credit Union is in compliance with all state and federal regulations.• Compliance functions are well-coordinated and communicated with departments and branches. Deadlines are met.• Internal compliance reviews are conducted, results analyzed, improvements made, and issues resolved in a timely manner. Appropriate records are kept.• Required reports are prepared and delivered in an accurate and timely manner.• Knowledge of applicable State and Federal laws and regulations is developed, maintained, and kept current.• Appropriate changes to policies and procedures are made, communicated, and implemented. Staff members are informed of changes in a timely manner.• Library of compliance resources is developed, maintained, and effectively used by staff.• Management is kept informed of key issues.

• Inquiries are responded to and resolved in a timely and professional manner.

Education	Bachelor's degree, or 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).
Additional Comments	<ul style="list-style-type: none">• Experience five years to eight years of similar or related experience.• Interpersonal skills work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.• Other skills thorough knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Talks to others to convey information effectively. Thorough knowledge of banking practices, policies, procedures, operations, products, services, and regulations. May also include specialized knowledge in lending. Specific knowledge of the philosophy and structure of the Credit Union industry.
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Expiration Date	05/13/2022