

Job Title	Compliance Administrator / Specialist
Short Description	The primary responsibility of the Compliance Administrator is to reduce risk and ensure regulatory compliance for the credit union through purposeful efforts of managing, reviewing, and maintaining the forms, documents, and disclosures utilized by APCU. This position will also participate in compliance reviews aimed at identifying, mitigating, and reducing risks.
Full Description	<p>Title: Compliance Administrator / Compliance Specialist</p> <p>Target hiring salary range: \$45,000 - \$60,000</p> <p>Position Status - Full-time, Exempt</p> <p>Reports To: ERM Manager</p> <p>Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union (APCU) to live out our Mission, “To help our members achieve financial success by providing exceptional products and service.”</p> <p>The primary responsibility of the Compliance Administrator is to reduce risk and ensure regulatory compliance for the credit union through purposeful efforts of managing, reviewing, and maintaining the forms, documents, and disclosures utilized by APCU. This position will also participate in compliance reviews aimed at identifying, mitigating, and reducing risks.</p> <p>Essential Duties and Responsibilities: Other duties may be assigned.</p> <ul style="list-style-type: none"> -Deliver outstanding service to both internal and external members that is in alignment with our Service Promises. -As required, creates, updates, and maintains all documents, forms, and disclosures for accuracy, consistency, compliance and for proper use as intended. -Establishes, implements, and maintains a repository and a system for indexing and categorization of forms, documents and disclosures including but not limited to, the tracking of revisions and historical use data, updates, record retention, active or inactive status, and where each is utilized (website(s), links, new membership packets, online/digital banking applications, etc.) -Manages to a defined process for retrieval and review whenever departments require or request updates. -Establishes processes and procedures to be followed for business unit maintenance requests; Maintains rapport and a regular schedule for contacting business unit leaders to assess or recommend the need for document changes or edits.

- Maintains up to date product knowledge and has a full understanding of the forms, documentation, and disclosures associated with all product offerings, marketing efforts, or promotional offerings.
- Maintains a cadence of continual review and understanding of the laws and regulations that impact the credit union's compliance requirements; Reports out on upcoming regulatory changes that will impact compliance efforts, require documentation changes, or will mandate procedural or disclosure changes.
- Evaluates the credit union's policies, procedures, products, programs, website content, marketing materials, forms, documents, and disclosures to ensure compliance with applicable laws and regulations.
- As appropriate or required, makes recommendations for changes, edits; Develops and implements corrective action procedures and puts such in place as necessary to ensure compliance.
- Maintains an up-to-date repository of policies and procedures for the compliance area.
- As needed, serves in a backup for the BSA Specialist in various capacities including, but not limited to, daily, monthly, and annual BSA/AML, Patriot Act and OFAC duties utilizing BSA software.
- Exhibits exceptional critical thinking skills and demonstrates attention to detail.
- May serve as a member of a project team(s) in the capacity of a compliance resource for the implementation of technology, processes, procedures, or the development of training materials.
- Ensures that all work, updates, change requests, and compliance reviews are completed in a timely and efficient manner and does not expose the credit union to risks associated with latency.
- Complies with all aspects of BSA/AML and OFAC regulations as they relate to this position.
- The ability to travel overnight less than 5%.
- Other duties as assigned.

Supervisory Responsibilities: No direct reports. May manage day-to-day task through indirect reporting relationships or through a matrixed management approach and the ability to collaboratively interact with internal and external partners.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED Education and/or Experience:

An associate degree in business, finance, or related field of study; two additional years of relative work experience or 2 years college course equivalent in lieu of degree
3 years relative work experience in a financial institution
Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Teams)

PREFERRED Education and/or Experience:

Bachelor's degree in business, finance, accounting, marketing, or related field
3 years specific compliance work experience in a bank or credit union
Compliance related certification(s)

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The requirements for the position listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

Please note that an employment offer, and your continued employment, are contingent upon acceptable results of a background and credit check, as well as satisfactory proof of your right to work in the U.S.

Education	College degree or minimum 3 years' experience in a financial institution in similar role
Additional Comments	
Credit Union	Atlanta Postal Credit Union
State	Georgia
Contact Name	Ginger Wallis
Email	gwallis@apcu.com
Phone	770-617-9057
Fax	
Expiration Date	01/31/2024