

Job Title

Compliance Officer

Short Description

A Compliance Officer will use independent discretion and judgment to develop, implement, and perform compliance reviews and audits of company departments. Suggest policy changes to Credit Union management that will facilitate the Credit Union's compliance program, and disseminate information regarding laws and regulations to various Credit Union departments. Assist in the administration of Compliance Training and Avadian's Business Continuity plan. Advise and assist departments affected by regulatory changes.

Full Description

Functions & Responsibilities:

- Proactively review laws and regulations to ensure that all of the Credit Union's departments are in compliance and independently follow-up on corrective actions to avoid future compliance problems.
 - Establish and maintain an annual compliance audit schedule of all departments including an annual audit with a summary report to management.
 - Suggest policy changes to management that will facilitate the Credit Union's compliance program and reduce its risk of noncompliance.
 - Be prepared to answer questions from staff members regarding policies and procedures as they relate to compliance.
 - Assist in development and revision of product forms and disclosures to ensure compliance.
 - Meet with the Credit Union's attorney to maintain the Credit Union's compliance program.
 - When necessary, assist compliance examiners making available the information that is required to complete their examinations.
- Maintain knowledge of compliance requirements by attending seminars and training sessions.
- As necessary, work with Training Department to establish and maintain a regular training program and assist with the administration of the training program.
 - Assist with the management and upkeep of the Credit Union's business continuity and disaster recovery plan.
 - Manage Avadian's annual HMDA submission to include training as necessary and periodic reporting to appropriate departments.
 - Support the Credit Union's Enterprise Risk Management program, conduct risk assessments, and report on compliance risks associated with federal laws and regulations.
 - Serve as backup to the Director of Risk Management & Compliance.
 - Perform other duties as assigned by the supervisor.

Basic Requirements:

- Must have the ability to conduct thorough research, interpret laws and regulations, and provide workable

recommendations and solutions to meet regulatory compliance requirements.
- Must have excellent writing, communication, and analytical skills.
- Work requires extensive knowledge of banking services, products, and corresponding compliance laws and regulations.

Experience: Five to eight years of similar or related experience in a credit union or financial institution preferred.

Please note - submitting a resume does not guarantee any future action by Avadian Credit Union.

Avadian Credit Union is an Equal Opportunity Employer.

Education	College degree plus advanced coursework or experience in bank compliance or a related field.
Additional Comments	Interested, qualified applicants should apply here: https://recruiting.paylocity.com/recruiting/jobs/Details/1586130/Avadian-Credit-Union/Compliance-Officer-Full-Time
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Expiration Date	03/22/2023