



Job Title: Compliance Specialist
Position Type: Full Time
Location: The Coca-Cola Company, One Coca-Cola Plaza, Atlanta, GA. 30301
Department: The Coca-Cola Company Family Federal Credit Union
Manager: Diane Edelstein

Job Objective:

The Compliance Specialist is responsible for ensuring that the Credit Union meets state and federal regulatory compliance guidelines and requirements established by NCUA, the Federal Reserve Bank and other pertinent government organizations.

Essential Job Functions:

- Review, evaluate, develop and implement compliance policies and procedures to improve compliance with applicable federal and state laws and regulations.
- Prepare and perform compliance training sessions for new and existing employees, board of directors and committee members.
- Review and file CTRs (Currency Transaction Reports) with IRS
- Coordinate with regulatory examiners and external auditors during examinations to ensure that compliance/internal control issues are adequately addressed when appropriate. Resolve compliance issues in audit and exam reports.
- Assist with gathering of pertinent information to comply with the garnishments, subpoenas and other legal requests that are addressed to the Credit Unions.
- Assist with internal audit function.
- Serve as an educational resource support as necessary to assist the education and development training needs
- Serve as compliance Subject Matter Expert (SME) on credit union cross functional team projects and initiatives.

Job Requirements:

Bachelor's Degree and two years of related experience, banking or credit union a plus

Skills and Competencies Required:

- Knowledge of laws and regulations that apply to credit unions
- Oral and written communications skills
- Knowledge of Word and Lotus Notes
- Intermediate to advanced knowledge of Excel
- Effective planning, organizing and project management skills
- Ability to identify and independently resolve issues
- Ability to work in collaboration with others
- Attention to detail and ability to meet deadlines are extremely critical to this function

Equipment Operated: Personal computer, printer, telephone, fax machine and Internet

Job Location and Work Conditions: Office environment. Some overtime may be required as needed

Please send resume to Diane Edelstein via email to dedelstein@coca-cola.com.