

**Job Title** Director of Compliance/BSA

**Short Description** Directs the Credit Union's compliance/Bank Secrecy Act with all state and federal regulations. Reviews and appraises the soundness, effectiveness, and proper application of regulations. Oversees the filing of reports with government agencies as directed by law. Provides guidance in the preparation of required disclosures for new and existing products and services. Directs and appraises the activities of department personnel. Oversees independent reviews of compliance related matters and ensures that findings are appropriately addressed. Serves as liaison for all external audit and regulatory agencies related to compliance/BSA. Serves as a member of Leadership Team and reports area activities to Management.

**Full Description** Responsibilities:

- \*Develops short and long-term goals and objectives for the Credit Union's Compliance/BSA programs.
- \*Oversees the annual risk-based plan for compliance/BSA. Reviews and approves risk assessment for accuracy, efficiency and effectiveness.
- \*Assists with strategic planning of operational goals and ensures that institution-wide plans are complemented and supported.
- \*Writes policies and procedures for Compliance/BSA operations in conjunction with Audit Committee recommendations.
- \*Oversees reviews of existing policies to ensure accuracy, efficiency, and effectiveness. Acts as a compliance/BSA consultant to the Credit Union executive management and leadership teams.
- \*Provides guidance regarding required disclosures for new and existing products and services.
- \*Evaluates audits ensuring adherence with Credit Union policies, regulations, financial controls, and financial industry standards.
- \*Provides leadership to Compliance personnel through effective objective setting, delegation, and communication. Conducts staff meetings as required.
- \*Oversees the preparation and maintenance of a manual of BSA/Fraud Department policies and procedures to serve as a guide and training tool.
- \*Oversees company-wide compliance and BSA/AML/OFAC and Fraud training programs.
- \*Ensures that team members are well trained, effective, and optimally used. \*Provides regular training as needed regarding policy, procedures, and program changes.
- \*Conducts performance appraisals as required. Implements corrective actions as needed.
- \*Keeps Management informed of area activities and of any significant problems.
- \*Completes and submits required reports, records, and related documents. \*Prepares Compliance status reports for the Audit Committee meetings.
- \*Serves as liaison for all external audit and regulatory agencies for Compliance related topics.

\*Ensures that the Credit Union's professional reputation is maintained both internally and externally.  
\*Stays informed of changing regulations, policies, and industry trends.  
\*Oversight of Complaint Management Program.  
\*Promotes and establishes strong, positive and productive working relationships within the organization through commitment to the company's vision statement, core values and business principles.

<b>Education</b>	Bachelo's of Finance/Accounting or related
<b>Additional Comments</b>	*Other industry certification desirable (CUCE). *8-12 years of relevant experience and requisite competencies. *5+ years supervisory experience. *Thorough knowledge of government regulations, and Credit Union or banking operations. *Computer proficiency with MS Office, including Word, Excel and PowerPoint, Internet, and Email.
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<b>Expiration Date</b>	06/25/2022