

Job Title	Compliance Specialist
Short Description	<p>The primary role of a Compliance Specialist (Hourly, Non-Exempt) at MidSouth Community FCU is to provide administrative support to the compliance department in all operations, communications, and systems, per applicable federal and state laws, National Credit Union Administration regulations, and the Credit Union by-laws. Daily, you would work in multiple compliance management systems to assist with the review and maintenance of credit union policies, and you would stay informed of regulatory updates while working to improve internal processes.</p>
Full Description	<p>MidSouth Community Federal Credit Union is seeking to hire a talented individual who is driven by the desire to serve others in our Human Resources & Administration Department.</p> <p>Who Are We?</p> <p>As the oldest locally-owned financial institution in Middle Georgia, MidSouth Community Federal Credit Union focuses on its members each day -- both external and internal. All team members recognize the importance of Helping People Afford Life and it is at the heart of what we do.</p> <p>A Day In the Life as a Compliance Specialist</p> <p>The primary role of a Compliance Specialist (Non-Exempt, Grade 8) at MidSouth Community FCU is to provide administrative support to the compliance department in all operations, communications, and systems, per applicable federal and state laws, National Credit Union Administration regulations, and the Credit Union by-laws. Daily, you would work in multiple compliance management systems to assist with the review and maintenance of credit union policies, and you would stay informed of regulatory updates while working to improve internal processes.</p> <p>The Human Resources & Administration Department is a team directly led by the Vice President of Administration & Human Resources and housed at our Mercer branch in Macon, GA. This department is a busy environment comprising Human Resources, Training & Development, and Compliance staff. As a Compliance Specialist, you would maintain strong knowledge of credit union operations and regulations, assist with the maintenance of the policy administration system, and support the daily compliance-related duties, including but not limited to monitoring and analyzing daily reports and alerts, as assigned.</p> <p>If you have worked in a compliance-driven role or a role in which attention to detail and knowledge of financial institution regulations was required, this position may be perfect for you!</p> <p>In an ever-changing world of human resources, we are looking for someone who is adaptable to change and willing to see a task</p>

through from beginning to end. Additionally, we are looking for a person who is able to effectively balance priorities, while maintaining a level of high professionalism and courtesy to all.

Experience: Three to five years of similar or related experience.

Education: (1) A bachelor's degree, (2) 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).

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.

How is the Work Schedule?

The Compliance Specialist position is a full-time role, working 40 hours weekly.

Are You Ready to Join Our Team?

Our recruiting cycle includes reviewing all applications, conducting phone interviews, and conducting face-to-face interviews. Once we review your application and resume, you will be contacted by phone if you are selected to move forward in our hiring process.

We will reach out to every applicant once the position is filled to inform you of the status of the position.

Note: This position has been posted for internal and external applicants.

Education

(1) A bachelor's degree, (2) 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

This position description is not all-inclusive. The person hired for this role will be required to perform other duties as deemed necessary.

All external employment offers are subject to the satisfactory completion of reference, credit, drug, alcohol, and background checks. To apply, visit: <https://midsouthfcu.applicantpro.com/jobs/>

Credit Union

MidSouth Community Federal Credit Union

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