

**Job Title**

Compliance Officer

**Short Description**

In this role, you will primarily be responsible for proactively overseeing and managing the Credit Union's compliance with applicable laws and regulations including BSA/AML. You will also determine potential risk areas, manage the compliance monitoring program in accordance with Credit Union industry standards and ensuring compliance with applicable laws, regulatory requirements, policies and procedures. You will oversee complex investigations or research involving advanced knowledge of business situations, member account transaction patterns and the overall credit union environment, evaluate and analyze information to reach complex decisions and report on resolutions or results.

**Full Description**

We are looking for a champion for Orlando Credit Union's Mission, Vision, and Values. Our ideal candidate endeavors to ensure that the organization is achieving its mission to build lifelong relationships with each member, internally and externally, by empowering their financial momentum. In this role, you will primarily be responsible for proactively overseeing and managing the Credit Union's compliance with applicable laws and regulations including BSA/AML. You will also determine potential risk areas, manage the compliance monitoring program in accordance with Credit Union industry standards and ensuring compliance with applicable laws, regulatory requirements, policies and procedures. You will oversee complex investigations or research involving advanced knowledge of business situations, member account transaction patterns and the overall credit union environment, evaluate and analyze information to reach complex decisions and report on resolutions or results.

**Essential Duties and Responsibilities**

- Implement, oversee and manage the Credit Union's Compliance programs including BSA/AML compliance. Recommend changes to management including potential or real risk exposure, both monetary and non-monetary (i.e. reputation, creditability, etc.)
- Serve as the primary credit union contact for regulatory compliance research, analysis, and interpretation that involves a high degree of tact, effectiveness, and of diplomacy in interpreting and in communicating regulatory compliance issues.
- Act as the primary point of contact for any new or any revised rules and regulations; and works with department leaders to provide accurate, timely solution driven processes to implement requirements.
- Partner with training to develop, manage and administer the Credit Union's Compliance Training Program.
- Identify and maintain working knowledge of applicable laws or regulations. Disseminate regulatory or legal information to all levels of management as well as providing employees with accurate and timely compliance

information.

- Perform daily intensive fact-finding, investigating, interpreting compliance related areas in order to solve major, complex issues, or problems. Problem solving involves extensive resourcefulness as well as affects interrelated activities of the credit union, including but not limited, to loans, deposits, daily operations, accounting, information technology and human resources.

**Education, Skills, and Abilities Required**

- Bachelor’s Degree from an accredited university is required.
- Five (5) or more years of financial industry related experience or any similar combination of education and experience is required.
- Compliance certification preferred.
- Previous three (3) to five (5) years of Compliance supervisory experience is required.
- Must have strong computer skills including Word, Excel and web-based systems. Verafin experience is highly preferred.
- Requires an advanced level of knowledge in regulatory compliance. Must be familiar with all key regulatory requirements for credit unions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

**Physical Demands and Working Conditions**

**Physical Functions:** Physical requirements involve performing general office activities. This role will be required to regularly stand, sit, and talk for long durations. The role will also frequently walk, reach with hands and arms, and will occasionally lift up to 25 pounds.

**Working Environment:** Normal climate-controlled office setting with moderate noise.

Orlando Credit Union is an Equal Opportunity Employer  
As an equal opportunity employer, Orlando Credit Union does not discriminate against any employee or candidate on the basis of age, race, gender identity, gender expression, genetic information, national origin, physical or mental disability, protected veteran status, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by all applicable federal, state, and local laws.

**Education**

Bachelor’s Degree from an accredited university is required.

**Additional Comments**

**Credit Union**

Orlando Credit Union

**State**

Florida

**Contact Name**

Misty Lizarralde

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<b>Expiration Date</b>	08/14/2023