

TITLE: Compliance Analyst
REPORTS TO: Manager, ERM

POSITION OVERVIEW:

The Compliance Analyst contributes to service excellence by implementing, supporting and monitoring systems and processes related to regulatory compliance and risk management to promote the safety, security and protection of members, staff and credit union assets. The incumbent will be responsible for performing day-to-day activities associated with KCU's AML and ATF program, as assigned by the Manager, ERM. The incumbent partners with Enterprise Risk Management, branches and other departments to effectively and proactively monitor compliance in accordance with regulatory requirements to contribute to a superior member experience.

ACCOUNTABILITIES:

- Proactively ensures day-to-day compliance with the various legislations under which the credit union operates (i.e., Proceeds of Crime (Money Laundering) and Terrorist Finance Act & Regulations, Common Reporting Standard, Personal Information Protection Act, etc.).
- Coordinates and maintains procedures related to regulatory compliance requirements and provides ongoing monitoring.
- Identifies areas of non-compliance; recommends resolution to Manager ERM to ensure overall credit union compliance.
- Investigates incoming suspicious activity and potential watchlist matches; supports fraud detection and prevention through oversight of partners and systems.
- Supports Risk Management as necessary in risk-related initiatives and processes, including AML and Fraud Alert processes.
- Administers FINTRAC related reports as well as reports related to supervisory and regulatory requirements.
- Supports the process and preparation of compliance related reports and coordinates preparation of recurring compliance reporting, and reviews member-related documentation to ensure policy compliance.

REQUIREMENTS:

- Minimum 3-5 years' experience in financial services.
- Solid knowledge and understanding of regulatory requirements, risk, security and compliance practices and policies.
- Post-secondary training in compliance practices and/or fraud prevention and investigations is an asset.
- Experience in a risk or regulatory related role within financial services is an asset.
- Excellent communication and organizational skills.
- Equivalent combination of the above may be appropriate.