Compliance Assistant- Tuscaloosa area

The role of the Compliance Assistant position is to carry out our basic fraud and risk control measures and basic BSA activities, and support the overall compliance strategies of the Credit Union. This position is located in Tuscaloosa, Alabama.

Duties include monitoring new account openings, documents, and transactional activities to ensure accuracy and compliance with relevant laws, rules, and regulations; monitoring and reporting account transactions for Bank Secrecy Act compliance; analyzing new and pending laws which will affect the Credit Union’s current operations; developing compliance training for staff; and carrying out miscellaneous office tasks to ensure smooth departmental operations. Travel to other area branches may be required of the Compliance Assistant position in order to carry out job duties.

Qualifications
Successful candidates will possess ALL of the following:

- One to three years of similar or related experience preferred. Experience in a compliance/disclosure role, member transactions/accounts, record retrieval, or Bank Secrecy Act enforcement role strongly preferred.
- A two-year college degree, completion of a specialized course of study at a business or trade school, or completion of a specialized and extensive in-house training or apprenticeship program
- A significant level of trust and diplomacy; ability to talk to strangers about potentially sensitive topics. A pleasant, friendly disposition is a must and the ability to remain calm in high-pressure situations is essential to success in this position.
- The ability to motivate, influence, and train others
- Proficiency in computer applications, including Microsoft Word, Excel, and web-based applications; ability to learn and use core processing software; Keyboarding 30 WPM or better; proficiency with a ten-key calculator
- Good oral and written communication skills, including good grammar and diction; good organizational skills, with the ability to manage multiple priorities and change attention focus quickly
- Ability to listen to and comprehend member and co-worker needs, and solve problems efficiently and appropriately
- Self-motivation to complete job tasks to the best of personal ability
- Eagerness to learn new information in a fast-paced environment, and adaptability to apply new information as appropriate
- Professional presentation and the ability to maintain a calm demeanor under potentially stressful circumstances
- Basic understanding of criminal and civil law (check kiting, identity theft, etc.)
- The ability to use discretion in the sharing of information, including the highest degree of confidentiality with information that is not to be disclosed according to law and/or ACU policies
- Knowledge of financial institution compliance regarding lending, deposit activity, electronic funds, trust accounts, and business accounts, and the ability to teach adults are preferred.

If all of these qualifications apply to you, please apply to join the Alabama Credit Union team!

To Apply for this position:
Interested candidates may apply online no later than August 21, 2015 at the Alabama Credit Union Careers page: www.alabamacu.com/Careers

At Alabama Credit Union, our employees feel good about their careers. We create an environment rich in learning and advancement opportunities, community support activities, and chances to provide input on company initiatives. Our “Best Companies to Work For in Alabama” and “Best Credit Unions” designations say it best- our employees feel good about their lives.