

# First Financial Federal Credit Union

## Job Opportunity

**Job Title:** Compliance and Risk Specialist

**Summary:** In this position, you will be responsible assisting in the administration, updating, and maintenance of First Financial FCU's compliance monitoring and internal control processes. You will participate in credit union policy reviews, and assisting management in assessing adequacy and compliance with regulations. You will also ensure policies are updated and accurate.

### **Essential Duties and Responsibilities Include the Following:**

- You will establish and maintain compliance programs, including methods and procedures for such programs as the Bank Secrecy Act/OFAC/USA Patriot's Act, Government Reporting and Compliance Reviews for credit union operations and regulatory changes.
- Assist with coordinating training with appropriate departments/areas for all applicable new and existing laws and regulations as needed.
- Review, revise and develop credit union forms and disclosures to ensure compliance with applicable laws, rules and regulations.
- Perform compliance reviews and internal audits.
- Oversee compliance with the identity theft red flag rules and investigate individual cases of identity theft.
- Coordinate compliance with the Bank Secrecy Act, oversee the suspicious activity review process and ensure that Suspicious Activity Reports and Currency Transaction Reports are filed as required.

### **Qualifications:**

- Bachelor's degree highly desired.
- 3 - 5 years related experience and/or training.
- Ability to analyze, and interpret governmental regulations, financial reports, legal documents, and technical procedures.
- Ability to write reports and other correspondence.
- Ability to define problems, collect data, establish facts and draw a valid conclusion.
- Strong communication and interpersonal skills required.

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference. We offer paid training and a great benefits package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled