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Senior Compliance Analyst

OVERALL OBJECTIVE

Reporting to the Compliance Officer, the Senior Compliance Analyst's primary objective is to support the execution of the Compliance Management Program within the Risk Division.

ESSENTIAL FUNCTIONS

- Supporting the online program for Compliance related training
- Maintaining and reporting consumer complaint data for trend analysis
- Supporting the monitoring program and serve as in-charge for assigned reviews.
- Maintaining and tracking reviews of public facing Marketing materials.
- Documenting and responding to internally generated compliance-related questions.
- Supporting the privacy and identify theft red flags programs in collaboration with the Privacy Officer.
- Active member and Recording Secretary of Liberty's internal Compliance Committee.

The incumbent is expected to consistently exhibit the bank's core values which include having a passion for customer service; building collaborative relationships with trust and integrity; treating everyone with dignity and respect; and taking pride in your work.

SECONDARY FUNCTIONS

- Generates and finalizes compliance reports for Senior Management, under the supervision of Compliance Officer
- Maintain and track changes to corporate policies and procedures
- Support and work with policy owners to update corporate policies for identified policy revisions for presentation to Risk Committee of the Board of Directors
- Provides administrative support functions necessary to ensure compliance efforts are documented accordingly

MINIMUM KNOWLEDGE/SKILLS

Demonstrated ability to:

- To have obtained and maintain industry specific designations, such as the Certified Regulatory Compliance Manager (CRCM) or related certifications.
- Strong oral, written and interpersonal communication skills
- Demonstrated organizational skills
- Work independently on projects and daily tasks, self-starter
- Present technical subject matter to audiences of varying levels of expertise
- Work collaboratively with a team and across divisions
- Identify patterns and eagerness to discover underlying root causes
- Minimum of three to five years bank or credit union compliance experience

COMPLIANCE

Acts affirmatively in all activities under his/her control in conformance with the Bank's Affirmative Action, Equal Employment Opportunity, and Fair Lending programs to achieve the Bank's goals and objectives.

Adheres to applicable federal and state regulations and Bank policies and procedures, including OFAC, BSA, PATRIOT Act, Privacy, and consumer protection regulations pertaining to incumbent's business line.

Completes required training (on-line and in-person) by set due dates.