



**Position** | Compliance Officer

**Classification** | Exempt, Full-Time

**Posted** | 05/29/2019

**Location** | Albuquerque

### **Summary**

The Compliance Officer is highly knowledgeable about governmental and financial regulations and laws. The Compliance Officer researches, implements, and manages the areas of banking regulations and laws and banking policies and procedures.

### **Essential Functions**

- Maintain current and extensive knowledge of the laws and regulatory guidelines by which the bank is required to comply with
- Act as an integral part of the team regarding knowledge resources for all compliance-related matters
- Monitor compliance programs that have been put in place to ensure adequacy
- Carry out interview reviews and audit of the bank's compliance program
- Oversee the dissemination of compliance-related information to bank employees to ensure familiarity with compliance requirements
- Collect, analyze, and report on relevant statistics
- Ongoing development and administration of compliance training programs for all employees
- Work with auditors and examiners during regulatory compliance examinations
- Participate in training relating to the job and any other training programs as required
- Comply with bank policies and procedures as well as banking regulations and laws
- Act as the main contact source for outside audit companies

### **Competencies**

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Effective/strong written and verbal communication skills
- Ability to deliver a high level of responsiveness and "above average" customer service to external/internal customers
- Strong Analytical Skills



### **Required Education and Experience**

- Bachelor's Degree in Finance, Accounting, Law or Business
- Three or more years experience with managing compliance regulatory projects or working in an investment banking environment or other financial management position

### **Preferred but not required**

- Certified Regulatory Compliance Manager Certification, Certified Bank Compliance Officer Certification, Certified Regulatory and Compliance Professional Certification

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.