

## Compliance Assistant II



**CLASSIFICATION:** Non-Exempt Savannah, GA

**SUPERVISES:** N/A

**REPORTS TO:** Compliance Manager, VP of Administration

### Duties and Responsibilities

- Reviewing membership/signature cards for new accounts opened in-house, through indirect lending or online for proper completion and accuracy
- Review direct and Indirect loans for proper documentation, signatures, rates and terms
- Periodic surprise cash counts of teller and vault at all credit union branches
- Review Excessive Cash Reports and file Currency Transaction Reports within a 15-day time frame from the date of the transaction, when a report is required.
- Backup for reviewing the biweekly 314a report (A bi-weekly government list of those suspected of crime compared to our membership)
- Review file maintenance reports to ensure changes are justified and have proper supporting documents (Member Update form or Loan Modification Agreement)
- Assist with gathering audit information for regulatory exams and audits
- Backup for viewing surveillance video for all branches
- Subscribe to and read various regulatory periodicals online
- Assist with compiling robbery packets
- Backup for key control box entry
- Provide guidance on deceased member issues
- Provide guidance on Power of Attorney issues
- Provide documents requested in court orders including subpoenas and third party requests
- Other duties as needed and assigned

### Requirements

- One-two years' experience required
- Working knowledge of Microsoft Office products in particular Microsoft Excel
- Excellent computer skills
- Excellent attention to detail

<https://recruiting.paylocity.com/recruiting/jobs/All/a9cb6e4b-c750-4a3a-8830-06fcd9c2dabc/Georgia-Heritage-Federal-Credit-Union>