

Position Title: Compliance Officer
Reports To: Vice President of Support
Prepared: April 2025
Employee Status: Full Time/Exempt



Overview

Assist all member credit unions with compliance updates, questions, and guidance.

Research and respond to inquiries from member credit unions on compliance issues and keep member credit unions abreast of new developments affecting compliance. Maintain, track, and provide reporting of all activities of Compliance functions.

Responsibilities

Compliance:

- Research and respond to inquiries from member credit unions on compliance issues and keep member credit unions abreast of new developments affecting compliance. Maintain, track, and provide reporting of all activities of Compliance functions.
- Responsible for CU/League relations activities through constant contact of credit unions on a systematic basis, as well as in response to requests, to provide information, recommendations, and support and assist in their growth and development through better use of products and services.
- Develop and maintain favorable relationships with member credit unions to assure maximum affiliation and participation in League developed programs, educational opportunities and endorsed products.
- Conduct educational training for credit unions as requested for board, committees, and staff.
- Periodically plan, coordinate, and facilitate regional and chapter level educational events to maximize the opportunities for all credit unions to take advantage of training for staff and volunteers.
- Coordinate with Woods Rogers to research and respond to queries from member credit unions on regulatory and compliance matters.
- Monitor industry publications and CU agency/association bulletins to maintain and enhance knowledge of credit union laws and regulations.
- Provide relevant compliance articles periodically to credit unions.

- Monitor upcoming changes to the regulatory landscape and coordinate with the Governmental Affairs area to be more proactive with supporting/opposing said changes affecting credit unions.
- Administer and promote InfoSight, and CU PolicyPro resources to member credit unions. This includes updating state specific topic pages within InfoSight annually.
- Serve as Kentucky's Credit Unions representative to the InfoSight Advisory Group. This includes, participating in monthly advisory group calls/webinars and coordinating the annual review of the assigned topic channel in InfoSight.
- Coordinate, promote and administer the Compliance peer group.
- As needed, develop, implement, promote and conduct ongoing Bank Secrecy Act/Anti-Money Laundering training for credit union staff and volunteers. Review and keep informed on the publication of new or revised federal laws and regulations affecting credit unions in regard to the Bank Secrecy/Anti-Money Laundering Act. Maintain Bank Secrecy Act Compliance Specialist Certification through annual training, seminars, workshops, and meetings as necessary.
- Attend and/or participate in conferences, training seminars, workshops and meetings, when necessary, feasible, or as directed by the President. Attend Thoroughbred Business Services or Kentucky's Credit Unions meetings as necessary or as directed.
- Travel as necessary to accomplish duties and responsibilities.
- Perform such other duties as may be assigned.

Compliance+:

Additional compliance functions will be available to credit unions that wish to pay an additional monthly fee. In essence, the Manager of Compliance will become the credit union's de facto team member. This position is expected to provide Compliance+ services for subscribed credit unions. The Compliance+ service includes the following additional Responsibilities:

- Monitor, interpret and disseminate in-depth information about and impact of regulatory matters, in a timely manner.
- Assist CU BSA officer in constructing and/or revising BSA Program.
- Assist CU Management with remedying any post-exam findings or DORs.
- Assist CU personnel with updating current and/or creating new policies and procedures, as needed.
- Work with existing team to learn Credit Union operations and ensure proper compliance management.
- Assist in implementing, facilitating, and managing required annual compliance training programs.

- Review and make recommendations for website and marketing materials, as needed.
- Review and make recommendations for forms and disclosures, as needed.
- Engage with Credit Union Management Team, as needed.
- Check-in convos to be completed at least monthly. Can be virtual.
- Attend Credit Union Board meetings, as needed.
- Update convos to be completed at least quarterly. Can be virtual.
- Advise Supervisory Committee, as needed.
- Coordinate with credit union leadership a calendar of annual compliance deliverables.

Qualifications:

Required Skills and Qualifications:

- Bachelor's degree in business or a related field is preferred
- A minimum of three years of credit union experience, or three years in a related field with equal responsibilities, is required.

Required Certifications/Licenses/Designations:

- Credit Union Compliance Expert Designation
- Regulatory – demonstrates proficiency in reviewing and analyzing credit union call report data.
- Software Skills – Hubspot, Callahan's, NCUA database, Microsoft Suite
- Accounting Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals is required; as is the ability to read and understand financial and statistical reports, compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Be available to work irregular hours. Be willing to travel. Day travel is expected. Possess a valid driver's license and insurable at reasonable rates. Overnight travel is required.