JOB TITLE: COMPLIANCE ASSISTANT

General Summary:

Under general supervision, but in line with established policies and procedures, assist the Compliance Officer in performing various compliance administrative duties.

Principal Responsibilities and Duties:

- Conduct an analysis of information pertaining to various compliance-related functions and regulations, as directed by the Compliance Officer.
- Prepares and presents a summary of findings to the Compliance Officer for review.
- Assist with maintaining the Credit Union's compliance library that provides adequate and necessary reference materials.
- Assist writing policies and procedures and disseminate information to management and employees.
- Complete special projects as assigned by the Compliance Officer.
- Gather data and compile various reports for management and the compliance department.
- Performs all other duties as assigned.

Skills and Abilities Required:

- Ability to read, analyze and interpret information as it pertains to compliance-related functions and regulations.
- Ability to demonstrate a high level of interpersonal skills to conduct productive communication and to effectively present oral and written communications.
- Ability to follow instruction and to work both independently and within a team environment.
- Ability to demonstrate punctuality and good attendance.
- Ability to define issues, collects data, establish facts, and draw valid conclusions.
- Proficient in computer programs, such as word processing and spreadsheet software programs.

Position:

- Full Time

This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

How to Apply:

- Online application at www.1stnorcalcu.org/employment
- OR email stating why you are interested in the position and attach your resume and application to jobs@1stnorcalcu.org
- OR drop off at: Martinez Main Branch
  1111 Pine Street
  Martinez, CA 94553