



USC University of
Southern California

Credit Union Compliance Assistant Job Description

JOB INFORMATION

Job Code:	115090
Job Title:	Credit Union Compliance Assistant
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Credit Union
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs various compliance administrative duties. Gathers data and compiles various audit reports. Provides analysis and suggestions of risk-management strategies.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Related undergraduate study	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prior banking experience.
X		High level of interpersonal skills to conduct productive communication and effectively present oral and written communications.
X		Ability to read, analyze, and interpret compliance regulations.
X		Proficient in Microsoft Office Suite.
	X	Knowledge of the Bank Secrecy Act, OFAC, the US Patriot Act and other relevant regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs various compliance administrative duties. Assists in revising policies and procedures. Disseminates information to management and staff. Tracks and monitors staff compliance trainings are completed.				
Gathers data and compiles various audit reports. Conducts analysis of information pertaining to various compliance-related functions and regulations, as directed. Prepares and presents a summary of findings for review.				
Assists with maintaining the Credit Union's compliance reference library. Researches, compiles and updates reference materials, as necessary. Ensures materials are updated when regulations are revised.				
Ensures conformity to the various existing regulations. Makes revisions to applicable rules, regulations, and statutory requirements.				
Assist the Compliance Officer in the areas of Bank Secrecy Act (BSA)/Anti-Money Laundering, Office of Foreign Assets Control (OFAC), USA Patriot Act, fraud, Internal Control Reviews, and Compliance Risk Assessments. Reviews data to ensure there are no concerns. Follows up with appropriate department as necessary. Submit reports to governing agency as appropriate.				
Supports the Credit Union's Escheat Program. Ensures timely annual filing and maintaining compliance with the State of California's Unclaimed Property Laws.				
Gathers and fulfills requests from auditors and examiners in preparation of audits and examinations.				
Assists with quality control audits. Documents audit findings. Works with department managers to address and/or resolve audit findings. Follows up with appropriate department to ensure resolution in a timely manner. Performs due diligence processes and assists with the preparation of audit reports.				
Complete special projects as assigned by the Compliance Officer.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.