



## **DUTIES RESPONSIBILITIES AND QUALIFICATIONS OF COMPLIANCE OFFICER**

### **I. DUTIES AND RESPONSIBILITIES**

Develop, initiate, maintain, and revise policies and procedures for the general operation of AML Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manage day-to-day operation as per Moneytun AML/BSA manual.

Develop and periodically review and update Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and training to employees and agents.

Collaborate with other departments (e.g., Risk Management, Internal Audit, Employee Services, Human Resources etc.) to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the Corporate attorney as needed to resolve difficult legal compliance issues.

Respond to alleged violations of Moneytun AML/BSA rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.

Act as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved.

Monitor, and as necessary, coordinate Moneytun AML/BSA compliance activities of other departments to remain abreast of the status of all Moneytun AML/BSA compliance activities and to identify trends.

Identify potential areas of compliance vulnerability and risks; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.

Provide reports on a regular basis, and as directed or requested, to keep senior management informed of the operation and progress of Moneytun AML/BSA compliance efforts.

Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required. Conduct needed reports - aggregation reports, due diligence, CTRs, SARs as per Moneytun AML/BSA policies and procedures.

Works with the Human Resources Department and others as appropriate to develop or oversee an effective compliance training program, including appropriate introductory training for new employees, agents and managers, as well as ongoing training for all employees, agents and managers.

Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.

## II. QUALIFICATIONS

**A. Education:** A Bachelor's degree in Finance or Economics required; Master's degree and ACAMS certification desired.

**Or**

**B. Experience:** A minimum of 5 years experience in a Finance Industry holding BSA/AML Compliance related position(s).