

VACANCY NOTICE



Compliance Officer

Position Overview

Responsible for assisting the Credit Union Executive Management Team in the overall maintenance of the core operating functions to include the efficiency and viability of regulatory compliance and internal controls. Review regulatory changes, draft policies and procedures and implement processes. Research and review current and proposed laws and regulations that impact the Credit Union's compliance requirements and posture and notify appropriate personnel of those requirements which affect their areas of responsibilities. Serve as a liaison between National Credit Union Administration (NCUA) and the Credit Union to ensure compliance support functions for the Credit Union are met.

Minimum Qualifications

A Bachelor's Degree in a business-related field. A minimum of three (3) years of applicable experience with prior experience in auditing and/or the application of internal controls. Two (2) years of administrative experience at an advanced level or higher. Familiarity with the fundamentals of accounting, economics, business law, finance, and modern information systems in a highly regulated environment. Must have or be able to obtain the National Association of Federally Insured Credit Union Certified Compliance Officer (NCCO) certification within one year of hire.

Knowledge and ability to research and advise on the regulatory requirements applicable to Credit Unions or financial institutions and the various regulatory requirements. Exceptional oral and written communication skills. Regulatory compliance experience and policy writing background, strong organizational, project management, and problem-solving skills.

Experience in working with complex cross-departmental special projects. Experience compiling and summarizing data, performing analysis, and creating written reports for executive review. Proficiency with Microsoft Office products and Credit Union core software required.

See announcement at www.stthomasfcu.com

Interested applicants, kindly submit your letter of interest, resume, and application by June 4, 2021 to:

Mailing

*St. Thomas Federal Credit Union
Keisha L. Richards; CEO
P.O. Box 1138
St. Thomas, VI 00804*

Email

ceo@sttfcu.net

St. Thomas Federal Credit Union provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy, membership or application for membership in a uniformed military service or any other protected characteristic as established by law. In addition to federal law requirements, St. Thomas Federal Credit Union complies with applicable state and local laws governing nondiscrimination in employment at its facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.