

Compliance Officer Job Description

Position Summary:

The Compliance Officer is responsible for developing, implementing, and administering all aspects of the Bank's Compliance Program. Should be knowledgeable about governmental and financial regulations and laws. This position plans, organizes, and controls the Bank's day-to-day administrative, lending, and operational compliance activities; collaborates with the CEO in the overall administration of these directives for the Bank. Participates in various committees, audits, and examinations. Assists the Bank Secrecy Act Officer, Community Reinvestment Act Officer, and Bank Security Officer. Conducts staff training related to new hires, compliance, customer service, mainframe, and software computer programs. Advises the Board of Directors, Management Team and Bank personnel of emerging compliance issues and consults and guides the Bank in the establishment of controls to mitigate risks.

Work Relationships:

This position will be an exempt position and will be paid twice monthly, reporting directly to the CEO. Due to the nature of position, will interact on a regular basis with most other employees of the Bank to accomplish any projects regarding work and/or tasks needing to be fulfilled.

Working Conditions:

Work is performed largely sitting at a desk in a pleasant office environment with minimal chance for personal injury. Frequent mental and visual concentration for computer usage. Work hours are normally during regular business hours and will average 40 hours per week. Occasional evening and weekend work.

Knowledge, Skills and Abilities:

Bachelor's degree in accounting, Business, Economics or Finance Degree required or equivalent job experience. Additional levels of compliance certification to be maintained. A minimum of five-years banking experience preferred. Individual should possess excellent skills in leadership, writing, public speaking, ethical decision making, communications, training, and instructional design. Individual should also possess a high degree of courage and integrity due to the confidential nature of work. Individual must deal effectively with time pressures, stress, and deadlines. Must be self motivated and able to multi-task.

If you are ready to become part of the GLB team, please email your resume with a Cover Letter detailing how your skills and experience will benefit us to info@greenleaf.bank

Pay: Commensurate with experience

[Compliance Officer - Greenleaf, WI 54126 - Indeed.com](#)

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