

Job Description –Anti-Money Laundering Analyst

Division: Risk Management and Compliance
Reporting to: Manager, Anti-Money Laundering Compliance
Pay Type: Salaried

Job Overview

The Anti-Money Laundering (AML) Analyst is accountable for assisting with the day to day related activities that supports FirstOntario's efforts to comply with all applicable Anti-Money Laundering (AML) legislation and supports the mitigation of risk for FirstOntario Credit Union.

Role

- Review and work AML Alerts as assigned to you by the AML Manager or designate.
- Investigate and gather additional information to ensure reporting of Large Cash Transactions (LCT's) is complete and accurate.
- Support monthly Quality Assurance testing of Large Cash Transaction reports to ensure all have been reported within the required time lines and report any anomalies to Senior AML Officer within the established time period.
- Investigate and gather additional information to ensure reporting of Electronic Funds Transactions Reports (EFTR's) is complete and accurate.
- Provide back-up support for incoming and outgoing wire requests that require a secondary review for approval.
- Support monthly QA testing of Large Wire reports to ensure all have been reported in the required time lines and report to Senior AML Officer any anomalies within established timeline.
- Collect Unusual Transaction reports submitted by branches and create a case for further investigation in the AML technology solution to escalate to the Senior AML Officer.
- Monitor External Information requests and create a case for further investigation where applicable in the AML technology solution to escalate to the Senior AML Officer.
- Monitor other reporting used to identify and mitigate AML risk and escalate when required.
- Actively support the manager with high risk reviews by gathering additional information or performing follow-ups on investigation of activities.
- Support outsourced AML partner staff with requests and follow up with branches for additional information as required.
- Incorporate fact-based research elements in all that you do.
- Promote a risk aware culture while ensuring compliance with regulators and FirstOntario's operational policies and guidelines.
- Participate in training related to this role as required to maintain high level awareness of regulations and processes.
- Support Risk team with projects and tasks as assigned.
- Perform other duties as required

Required Skills

- Have sound business acumen with a post-secondary degree in business or related field and one to three (1 - 3) years' experience working with AML
- Possess or be willing to obtain an Industry recognized AML designation or equivalent.
- Experience in regulatory compliance, interpreting legislation and understanding the application of it to business practices and procedures would be preferred.
- Have knowledge of current AML legislation.
- Knowledge and experience with Temenos banking system would be an asset.
- Familiarity with Verafin technology would be an asset
- Have a keen eye for unusual transaction indicators and fraud typologies that is supported by superior investigative and problem solving skills.
- Experience dealing with complex and confidential issues efficiently.
- Experience using data analytics to write meaningful reports and confidently present findings to businesspartners that will enable them to make informed decisions.
- Work smart by managing multiple priorities with strict deadlines.
- Possess an innate ability to be detail-oriented and organized.
- Communicate in a fashion that is respectful and well understood.
- Be extremely comfortable using a computer particularly MS Office.
- Be willing to work flexible hours when requested.

Accommodations for persons with disabilities are available upon request during the application process.