

NIVERVILLE CREDIT UNION

Compliance & Risk Administrator (term position)

Niverville Credit Union, with branches in Niverville, Landmark, and Steinbach, serves over 8000 members throughout Southeastern Manitoba and has approximately \$350 million in assets under administration

Reporting to the Manager of Finance and Compliance, the Compliance & Risk Administrator is responsible for reporting, policy and procedure development, and staff training required by legislation and other regulatory requirements. Some of the key functions of the position are as follows:

- 1) Monitor member activity for suspicious or unusual activity that may be reportable to regulatory agencies.
- 2) Maintains familiarity with current applicable legislation, like reporting requirements to the CRA and FINTRAC.
- 3) Review and update relevant policies and procedures to reflect most recent legislation and known risks.
- 4) Develops staff compliance training and ensures it is completed by all staff at least once annually.
- 5) Works with front line staff and account managers to investigate suspicious member activity and advises Manager of Finance & Compliance and CEO when activity may be reportable.
- 6) Stays current with known strategies being used to defraud banking institutions and the general public. Communicates these risks to management and staff to ensure the Credit Union and its members are equipped to avoid and detect these activities.

The ideal candidate must possess attention to detail and keen investigative skills. Prior credit union experience would be considered an asset. Excellent interpersonal skills, time management, and organizational skills are also a requirement of this position.

This is a term position for a minimum of 12 months.

Salary and Benefits:

Salary will be based on the qualifications of the selected individual. Niverville Credit Union offers a comprehensive benefits package plan.

We thank all applicants, however, only those selected for an interview will be contacted.

To apply, please submit your resume with covering letter in confidence to: Sherise Falk, Manager of Finance & Compliance (sherise.falk@nivervillecu.mb.ca).