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# Example of AML Compliance Analyst Job Description

Our growing company is looking to fill the role of AML compliance analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for AML compliance analyst

* Support UAT related to a new Case Management system for AML Investigations which will go live in Q3 2015
* Accountable and responsible for suggestions to improve processes
* Accountable and responsible for understanding and adherence to established internal procedure documents
* Accountable and responsible for personal development
* As appropriate, provide either a move forward or do not proceed direction (the latter in conformity with the Demarketing Policy for existing clients) to the business unit representative
* Accountable and responsible to document the decision making process and maintain a master file of all MSBs to comply with the annual review requirements
* Report the results on a monthly basis to Manager, Money Service Businesses
* Manage the relationship with the business units to ensure Due Diligence is being applied for all MSBs
* Act as centre of expertise for Account Managers on MSB policy/procedures
* Refer MSB Policy / Regulatory issues, as appropriate, to Manager, Money Service Businesses or to AML Compliance, Group Risk Management

## Qualifications for AML compliance analyst

* 4+ years of experience in the Compliance Department of a financial institution or comparable experience
* Demonstration and application of core knowledge of money laundering patterns, BSA and PATRIOT Act, OFAC and other compliance regulations
* Knowledge of Actimize, Lexis, and/or PACER
* Must be able to work in a high-volume environment and maintain quality of output
* Working knowledge of Microsoft Office applications, Microsoft Word, Excel, and Access
* 1-2 years Compliance experience and/or working knowledge of OFAC and anti-money laundering review processes is a plus