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# Example of Analyst, AML Job Description

Our company is growing rapidly and is hiring for an analyst, AML. 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 analyst, AML

* Conduct comprehensive enhanced due diligence reviews of both new and existing clients
* Participation in ad hoc and project work as required remediation projects, process changes
* Ensure that any non-core tasks, are completed in an accurate and timely manner
* Utilize information found on internal systems (BETALink, ClientSource, PostEdge, ) in the public domain to complete activity analysis and make informed conclusions
* Provide end-to-end project delivery support, including conducting walkthroughs, providing test support, performing defect coordination, implementation & warranty support
* Investigation of cases generated by Transaction Surveillance
* Maintain the European Watch Lists
* Review Production Orders, warrants, subpoenas, analyzing/escalating them and maintaining a production log
* Liaison with relevant law enforcement authorities and peer institutions in relation to financial crime intelligence matters
* Assisting in the submission of SARs

## Qualifications for analyst, AML

* Office professional environment
* Fast paced / work under tight timelines
* Must have approximately 4-7 years of experience in a related industry or function
* University degree, college diploma, or equivalent experience considered an asset
* Obtain account statements, transaction histories, wire transfer details and check images related to each investigation
* Communicate with bank personnel and management to verify accuracy of information