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# Example of Analyst, Compliance Job Description

Our company is hiring for an analyst, compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, compliance

* Perform email monitoring
* Develop AML and financial sanctions monitoring and prepare MI statistics to evaluate threat and identify appropriate countermeasures
* Administer routine AML requests from counterparts, including maintenance and issue of a standard KYC pack and questionnaire
* Manage client take-on process, coordinating due diligence committee and provision of guidance to front office staff
* Build trust and develop effective relationships with key stakeholders in all business units
* Conduct monitoring testing by substantiating data against supporting documentation
* Execute monitoring procedures using testing programs and exercise judgment in alerting preliminary observations to the manager
* Summarize and document monitoring results based upon the monitoring programs per each area provided
* Assist with the overall administrative tasks for the monitoring program
* Undertaking electronic surveillance on a daily basis

## Qualifications for analyst, compliance

* 3+ years in Customs Brokerage, Import/Export or entry writing experience preferred
* Experience with PC based systems (Microsoft Office) and understanding of business math required
* Must be of high ethical and moral character and consistently reliable in attendance
* Candidate must be a self starter with strong organizational skills and the ability to collaborate cross functionally
* Must evidence strong attention to detail and ability to multi-task
* Ideally will have previous experience within Compliance and Financial Crime