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# Example of Compliance Analyst / Senior Analyst Job Description

Our growing company is looking for a compliance analyst / senior analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compliance analyst / senior analyst

* Manage the Lake County OSHA 300 Log and complete annual regulatory injury/illness reporting requirements
* Manage the Global and Lake County EHS Website
* Develop and own customer compliance communication (white papers, faqs, websites, etc)
* Manage incoming and outgoing customer requests, including customer audits and information requests
* Get on the phone to explain our compliance story and programs to customers
* Modernize and own our controls framework
* Drive improvements in existing processes and develop new innovative and efficient solutions
* Communicate gaps to management and coordinate cross-functional team meetings to remediate and close control gaps
* Coordinate with process owners, external auditors, and internal auditors as necessary
* Conduct in-depth, enhanced analysis of prospective and current Latin American FI Clients and issues that are large, complex and/or high-risk in nature, and provide recommendations to leadership on how to proceed in accordance with GDD and Know Your Customer (KYC) guidance

## Qualifications for compliance analyst / senior analyst

* Proficient is Microsoft Office software (essential) and fund management systems (preferable)
* Minimum 8 – 10 years’ experience in auditing, accounting or compliance related field
* Involvement in various Financial Crimes Compliance projects from commencement to implementation, conducting detailed analysis and capturing of business requirements
* Analytical thinker with strong organizational skills
* Ability to work efficiently with minimal oversight/direction part of multiple project teams
* College degree from an accredited college with a concentration in either computer science or information systems analysis and design