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# Example of KYC Analyst Job Description

Our innovative and growing company is looking for a KYC analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for KYC analyst

* Set regular meetings with key Clients for follow up
* Manage business priorities while at the same time providing transparency and visibility
* Lead performance meetings with internal OB stakeholders and business
* Produce reports for follow up, pipeline management and KPI monitoring
* Provide assistance and expertise to FO and Clients on the onboarding process
* Participates in key projects linked to onboarding
* Support the KYC Officer and work with the KYC Team analysts to perform KYC file reviews related with new and existing customers
* Interface with account officers for all KYC related tasks and inquiries contact with external overseas branches and affiliate locations as needed
* Review, Analyze, Approve and Submit approved Patriot Act Certifications
* Review and analyze Vostro/Correspondent account profile questionnaires and activity

## Qualifications for KYC analyst

* Bachelor's degree in MIS, Business, Math, Statistics, related field of study, or equivalent work experience
* Expert skill level in utilizing MS Office, SharePoint, SQL, SAS, Teradata, Data Warehouse and other data mining, analysis, and presentation tools
* Minimum 3 years experience in a Business or Process analysis role
* Demonstrated ability to interact with all levels of management and business partners
* 1-3 years of operations or finance experience
* Detail-oriented and able to achieve tangible results