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# Example of Manager, Investigations Job Description

Our innovative and growing company is looking to fill the role of manager, investigations. 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 manager, investigations

* Provide fundamental excellence in research
* Provide fundamental excellence in analysis and writing and quality control
* Focus on group cooperation and knowledge building
* Focus on active personal performance improvement and growth
* Maintain active communication with clients to manage expectations, ensure satisfaction, and make sure proper research scope is used and findings are clear to the team
* Lead daily investigation workflow, controls and results metrics for the team
* Assess internal trends, external regulatory & law enforcement environment to make recommendations, understand risk areas and alter or add to current processes
* Participate in regulatory exams and internal audits focused on the AML operational process
* Oversee complex financial investigations, sanctions reviews, or other AML Processes
* Manage a team of analysts who will perform a centralized review function to capture, document and assess an individual customer's BSA-AML risks

## Qualifications for manager, investigations

* Some flexibility in work hours worked, to cater to team oversight responsibilities, 24/7 business needs, and management needs
* Proficiency with Microsoft Office (Microsoft PowerPoint, Word, Excel)
* Thorough knowledge of BOW's host systems the BSA-related suspicious activity detection systems
* Provides subject matter expertise in identification and retain/close resolution of High Risk Businesses
* Proficiency with personal computers relevant mainframe systems and software package
* Investigative certifications preferred but not required