



Example of Financial Intelligence Unit Job Description

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Our company is growing rapidly and is looking for a financial intelligence unit. 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 financial intelligence unit

- Reviews business lines' procedures on an annual basis to determine if they comply with CIP and other provisions of BSA and OFAC
 - Assists the AML Quality Control Manager with the administration of a Quality Control Program
 - Communicates any errors/discrepancies found to the appropriate individuals and ensures that corrective action is taken
 - Assists and supports other roles within the Corporate BSA department
 - Collects appropriate information from FIU management and line staff to create documentation related to new or revised policies and procedures
 - Understands the Banking Secrecy Act, Anti-Money Laundering, customer and enhanced due diligence, and fraud processes
 - Participates in projects with management and subject matter experts from related departments with focus on high-priority changes such as regulatory or internal policy changes specific to FIU
 - Determines content of department user manuals and performs all of the technical writing for the creation and maintenance of systems operations manuals and desktop procedures for internal use
 - Assists the department manager in publishing and maintaining on-line files on the department SharePoint site
 - Assists the manager with the executive level and Board of Directors materials and presentations
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- Must be well versed in information collection, information management methods, analysis techniques, and analytics
- 5+ years BSA/AML or related Compliance experience, with 2-3 years in a leadership role preferred
- Support receipt and communication of government requests of FIU data
- Support customer exemption process for exempting from CTR filing
- Knowledge of Transaction Monitoring systems
- Working knowledge of alert management closure and escalation processes