

AML Compliance Officer

(Maternity Leave coverage; possibility to become permanent)

Location: Vancouver or Victoria, British Columbia

Summary Description

Reporting to the Director, AML Compliance the primary purpose of this position is to support the AML Compliance group, and more specifically completing AML Compliance operational procedures.

The officer encompasses strong analytical and problem-solving skills. They can manage and prioritize workflow while balancing other projects. They are also an excellent communicator and collaborator, self-starter with a hands-on approach, and very adept at multi-tasking while always demonstrating a high level of initiative and diligence.

Tasks and Responsibilities

- Provides support to the Chief Compliance Officer and Director, AML Compliance.
- Supports, educates, and advises internal clients to ensure AML policies and procedures are being followed.
- Has knowledge of financial crimes including money laundering, cybercrime, terrorist financing and fraud, and the techniques used by criminals to exploit financial institutions.
- Reviews and ensures completion of client facing account applications during the onboarding process; conducts due diligence (KYC) and enhanced due diligence (EDD) investigations on all new and existing clients while utilizing several tools and information sources to assist with the process; for example, Corporate Records, D&B reports, and open-source information
- Reviews alerts generated from the AML monitoring system and can analyze questionable activity detected, as well as determine if an inquiry and/or investigation is warranted.
- Investigates reviews and resolves AML related and economic sanction related alerts.
- Ensures timely, efficient reporting of prescribed transaction reports to regulatory authorities.
- Conducts in-depth research into customer accounts, properly document findings to ascertain if activity is reasonable with the purpose of account.
- Conducts data and analysis and prepares reports in a manner that is clear and comprehensible to Compliance supervisors/managers, internal auditors, and regulatory examiners.
- Actively assists in special projects that are both systems related or involve special investigations.
- Exercises discretion in setting priorities, identifying accounts that require further investigation and taking action to obtain the information required.

Qualifications and Requirements

- Bachelor's degree; preference in a related field (e.g., B. Com).
- Minimum 3 years of related experience, in a compliance related role preferably in financial services; anti money laundering, fraud, or risk management
- Experience with regulatory matters and investigations
- Strong critical thinking skills, with a natural inquisitiveness
- Strong analytical skills, attention to detail and problem-solving mindset
- Strong interpersonal skills, efficient networker, and collaborative team player.
- Association of Certified Anti Money Laundering Specialist (ACAMS) designation or equivalent is an asset.
- Superior skills with Microsoft Suite (Word, PowerPoint, Excel – spreadsheets) and IT applications in general.
- Ability to multitask multiple processes and deadlines, with excellent organizational, time management skills and ability to effectively prioritize, plan, escalate and collaborate within the team.
- Excellent written and verbal communication skills.
- Adaptable and agile, can work in a fast-paced environment and respond and re-prioritize quickly when internal or external changes demand.

To apply on this exciting opportunity, please send your resume and cover letter to our Recruiter at:
sarah@sjemploymentsolutions.com

We would like to thank all applicants for their interest, only those selected for an interview will be contacted.