

## **Compliance Officer – Job Description Summary**

Coordinate the organization's overall compliance with applicable rules, regulations and statutory requirements. This is accomplished through implementation of a compliance program and performance of the primary duties listed below. While implementing or recommending action to ensure compliance, the Compliance Officer should be conscious of streamlining efforts, cost effectiveness, safety and soundness, and proper maintenance of the internal control structure.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment