

Job Opportunity Posting

Posting Date: 9/23/2021
Post Expires: 10/14/2021
Title: **Compliance Analyst**
Grade: 18– Exempt
Department: Trust
Posting Number: HR 21-09-4

Position Summary:

Provide detailed compliance review and assistance, administrative support and record-keeping duties for New Covenant Trust Company (NCTC). Provide support for the organization's compliance function.

Scope & Breadth of Position:

This position reports to the Chief Compliance Officer. This position has no reporting staff.

Accountabilities:

1. Provide support (compliance reviews, clerical, statistical, research) to the Chief Compliance Officer.
2. Maintain corporate documents and update as needed.
3. Perform compliance tasks as needed.
4. Provide support for internal and external audits and regulatory examinations.
5. Coordinate policy and vendor databases and associated reporting.
6. Provide support for unclaimed property filings.

Essential Job Responsibilities:

- Maintain an NCTC schedule of activities to track required board, committee, and staff actions.
- Prepare NCTC board and committee agendas and resolutions. Compile and distribute board and committee meeting materials.
- Communicate with the NCTC Board of Directors as needed.
- Prepare minutes for NCTC board and committee meetings.
- Maintain as permanent records approved minutes from NCTC board and committee meetings.
- Schedule internal meetings, including quarterly IS Steering Committee and Risk Assessment review meetings.
- Prepare minutes or other follow up documents from internal meetings.
- Serve as secretary for the Trust Committee and prepare minutes for board reporting.
- Maintain and distribute NCTC and Foundation policies.
- Coordinate the review of policies and the submission of amendments and attestation memos to the board.
- Assist with preparation for Office of the Comptroller of the Currency (OCC) examinations.
- Assist with preparation for and completion of internal audits.

- Work with the Operations Department to identify unclaimed property and pursue the necessary due diligence and state reporting.
- Coordinate the assignment and tracking of required training for the Foundation and NCTC.
- Research and secure travel arrangements for Directors, as needed.
- Process invoices for payment.
- Assist with weekly OFAC reviews
- Assist with budget preparation.
- Other duties as required by business needs.

Relationships:

Strong attention to detail and communication skills are essential. Professional written and verbal communication is required in order to effectively communicate with internal and external clients. Must be able to work in a team environment.

Experience and Job-Related Requirements:

- Bachelor's Degree in Business or equivalent experience required.
- 3-5 years in banking or in a compliance function strongly preferred.
- Flexibility to handle multiple tasks and meet established deadlines with minimal supervision.
- Proficiency in Microsoft applications (Excel, Word, etc.)
- Excellent research and problem-solving abilities.
- Discipline to pay strict attention to detail and accuracy.
- Strong mathematical aptitude and proficiency in logical reasoning skills.
- Ability to prioritize.
- Accountable, dependable, and self-motivated.
- Excellent interpersonal and communication skills.
- Basic knowledge of the polity, organizational structure and mission of the Presbyterian Church (U.S.A.) helpful.

Physical Requirements

- Ability to communicate orally with management and co-workers, both individually and in a group/team. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common.
- Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- No heavy lifting is expected. Occasional lifting of up to 10 lbs. may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.
- Good reasoning ability is required to solve a wide range of business problems.
- Able to understand and utilize financial reports and legal documents to conduct business.

Work Environment

- The job is performed indoors in a traditional office setting. Some remote work is possible.
- Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- Light travel is required.

Forward resume to Lisa Pesavento
lisa.pesavento@presbyterianfoundation.org
Attn: HR Posting #21-09-4

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