

## JOB DESCRIPTION

<b>POSITION:</b>	<b>AML/Fraud Analyst</b>
<b>SUPERVISOR:</b>	BSA/AML/Fraud Manager, Central Payments
<b>WORK SCHEDULE:</b>	Standard business hours, Monday through Friday, with a willingness to monitor email and other systems during nonbusiness hours in case of a critical matter and able for additional hours that may be occasionally required in order to meet time- sensitive deliverables and deadlines.
<b>WORK LOCATION:</b>	420 W. 4 <sup>th</sup> St., Suite B Dell Rapids, SD 57022
<b>TO APPLY:</b>	Visit <a href="http://www.central-payments.com">www.central-payments.com</a>

### Required Skills:

1. Strong knowledge of the Bank Secrecy Act and Anti Money Laundering regulations and regulatory guidance documents that impact prepaid cards and the payment industry, including but not limited to: Money Laundering Control Act, USA PATRIOT Act, OFAC, CIP/CDD, Prepaid Access Rule, FACT Act Red Flags and Regulation GG.
2. Understanding of money laundering, terrorist financing, human trafficking, elder financial exploitation and other various fraud scheme including policies, procedures, regulations and industry best practices.
3. Strong understanding of various money laundering and fraud trends/typologies within the industry.
4. Strong time management skills.
5. Exceptional analytical and problem-solving skills.
6. Exceptional attention to detail.
7. Results driven and self-motivated.
8. Exemplary written and verbal communication skills.
9. Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint).
10. Proven ability to remain organized while constantly multi-tasking and reprioritizing daily workload.
11. Ability to perform interview calls with cardholders as needed.

### Education/Experience:

1. Associate's Degree in business administration, finance, management, or related field; or at least three years related experience and/or training; or equivalent combination of education and experience.
2. Strong knowledge of prepaid and payment products, operations and corresponding investigations preferred.

\*Equivalent combination of education and experience will be considered.

**Key Responsibilities Include:**

- Analyzes daily, weekly, monthly suspicious activity alerts within AML Application.
- Analyzes transaction activity reports for possible money laundering, fraud or unusual activity in order to determine if escalation is required.
- Review Customer Identification Program (CIP) exception reports for suspicious activity.
- Review Office of Foreign Assets Control (OFAC) alerts and escalate as required.
- Review Compromised Alert notifications from applicable Networks and process based on Central Payments procedures.
- Works closely with employees from across the company to foster a team approach to AML compliance by constantly seeking ways to strengthen internal controls.
- Utilize reporting capabilities to manage proactive risks and make recommendations for suggested anti-fraud and anti-money laundering enhancements, process flow improvements and investigative strategies to mitigate Central Payments risks.
- Analyzes alerts received in AML Application for effectiveness, making suggestions on any applicable improvements to executive management.
- Assist in developing desktop procedures for BSA AML and Fraud processes and conduct necessary updates as needed.
- Perform certain regression tests on new products post-launch to ensure program parameters and transaction limits and restrictions are being properly enforced.
- Perform other duties as assigned.

**Tips if You are Contacted to Interview:**

- To save some time, it's easier if you check in prior to visiting us by clicking on this [link](#). *NOTE: Due to health risks associated with COVID-19, suitable masks are required for any face-to-face contact with Central Payments staff and we will happily accommodate a video interview if you prefer.*
- We highly recommend that you take time to visit our website at [www.central-payments.com](http://www.central-payments.com) and our LinkedIn company page. There are informational videos and links to podcasts under the "Our Story" tab that help you understand our background.
- Central Payments' primary business is establishing consumer deposit accounts, issuing incentive and rebate cards, and transferring/remitting funds via ACH and other means. Prepaid cards make up a significant portion of our business. If you are not familiar with prepaid cards, we recommend that you purchase a Visa, MasterCard or Discover-branded, general-purpose, reloadable prepaid card (not a gift card) at any retailer, load a small amount of money, register the account/activate the card, login to the account center online, and conduct transactions. While the card you purchase will likely not be issued by Central Payments, it will still help you understand the product in general, its features, and benefits.
- To better understand the traits we look for when interviewing candidates please visit: ["Is Central Payments a Fit for Me?"](#)