

## JOB DESCRIPTION

**POSITION:** **COMPLIANCE ANALYST**

**SUPERVISOR:** Compliance Operations Manager

**WORK LOCATION:** Dell Rapids/Sioux Falls SD or Remote

**WORK SCHEDULE:** 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.

**TO APPLY:** Visit [www.central-payments.com](http://www.central-payments.com)

### Required Skills:

- Familiarity with all applicable federal and state consumer protection laws, regulations, and regulatory guidance documents that impact prepaid cards and the payment industry, including but not limited to: UDAAP, Regulation E, and Regulation P.
- Understanding of USA PATRIOT Act, anti-money laundering rules, money transmitter requirements, Prepaid Access rules, and GLBA Standards for Safeguarding Nonpublic Personal Information.
- Exemplary written and verbal communication skills.
- Strong organizational skills with the ability to multi-task while managing multiple tasks.
- Excellent analytical and problem-solving skills.
- Motivated, quick learner with a strong work ethic.
- Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint).
- Exposure to principles of compliance management and a reasonable fluency with rules, regulations, and regulatory guidance impacting payments industry.

### Education/Experience:

- At least two years of compliance experience, with very recent experience in consumer payments (preferably prepaid cards and payment products).
- Associate's Degree in business administration, finance, management, or related field.

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

**Key Responsibilities Include:**

- Perform audits on dispute cases to ensure proper handling in accordance with Regulation E.
- Perform compliance audits and reviews internally and for our third party service providers.
- Executes the bank's compliance monitoring program as set forth in the Central Payments Compliance Policy.
- Tracks corrective action to be undertaken in response to compliance-related findings from internal audits, regulatory reviews, etc. Assists with developing mitigation strategies.
- Review third party service provider policies for compliance with Central Payments requirements and regulatory guidance.
- Works closely with employees from across the company, including members of senior management, vendors, and business partners, to foster a team approach to managing compliance risk by constantly seeking ways to strengthen internal controls.
- Creates reports of findings from audits and periodic assessments completed and provides feedback to Management and third party service providers on issues and trends.
- Responsible for escalating compliance matters to the Compliance Manager and Executive Management.
- Performs certain regression tests on new products post-launch to ensure program is operating in compliance.
- Assists in developing desktop procedures for regularly scheduled compliance functions.
- Ensures conformance to Network operating rules.
- Will assist with marketing reviews as prescribed by the Management.
- Perform other duties as assigned.

**Tips if we contact you for an interview:**

- To save some time, it is 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.
- To better understand the traits we look for when interviewing candidates please visit: "[Is Central Payments a Fit for Me?](#)" And what it means to "[Be Essential](#)."
- 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 sizable 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 Central Payments will not issue the card you purchase, it will still help you understand the product in general, its features, and benefits.