



# PREFERRED PERSONNEL INC.

*"From Front Desk to Boardroom"*

**Position Title:** Compliance Officer

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**Description:**

Preferred Personnel's banking client is seeking a qualified candidate to fulfill the role of Compliance Officer!

This position will report directly to the CEO and Board of Directors.

Job duties will include, but are not limited to:

- Establish and maintain a Compliance program
- Responsible for staying current with all Federal and State laws that govern national banks
- Implement procedures and training to keep the bank in compliance with all the laws
- Required to give a report to the Audit Committee each month on Compliance Department activities
- Compliance Officer will interface with all examiners and auditors
- Other duties as assigned

**Qualifications:**

- Strong PC skills, Word processing, Standard Computer Software Proficiency
- Problem solving ability
- Self-starter and Independent thinker
- Motivated, with common sense
- Detail-oriented and the ability to think proactively
- Patience and strong leadership
- Management skills and creativity
- Good written, oral, and analytical skills to analyze different programs and systems
- Ability to prioritize and perform audit functions
- Research skills
- Ability to train employees in all areas of the bank
- Ability to multi-task

**Send resumes to [ppi@preferred-personnel.com](mailto:ppi@preferred-personnel.com)**

**Preferred Personnel** was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

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