

First Empire Securities, Inc. Job Description

Job Title: Regulatory Affairs Associate
Department: Regulatory Affairs
Reports To: Director of Regulatory Affairs
FLSA Status: Full-Time, Exempt
Prepared Date: January 18, 2012

SUMMARY: Responsible for keeping abreast of current regulatory issues and the overall regulatory environment facing the credit union industry and advising clients of sound procedures and policies to comply with industry regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but **are not limited to** the following. Other duties may be assigned.

- Work closely with the sales staff to advise clients on regulatory matters
- Respond to examiner questions and/or issues as they arise, as requested by our brokers/clients
- Review, revise and create individualized policies that meet our client's regulatory and economic needs, such as:
 - Investment Policy
 - Asset-Liability Management Policy
 - Liquidity Policy
 - Loan Participation Policy
 - Funds Management Policy
 - Other related policies as needed
- Participate in board and ALCO meetings and training sessions on regulatory issues
- Conduct speaking engagements and provide interviews on regulatory issues as needed
- Write articles for publication in industry periodicals (such as Credit Union Times, CU Journal, etc.)
- Submit comment letters on Proposed Regulations as appropriate
- Maintain and strengthen relationships with the regulatory agencies; NCUA/FDIC, Federal Reserve Systems, etc.
- Conduct internal training sessions and strategy meetings to ensure staff understands relevant regulatory issues

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Superior written and verbal communication skills.
- Adept at breaking down complex financial strategies, analytics and materials into easy to understand business concepts.
- Ability to analyze depository institutions balance sheets, calculate figures and amounts such as ratios, interest, proportions and percentages.

- Ability to write customer correspondence, presentations, training materials and internal memos.
- Ability to speak effectively before groups of customers or with high-level employees of an organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION and/or EXPERIENCE: Bachelor's degree in finance and/or economics with three to five years experience as an examiner with the NCUA or related experience.

COMPUTER SKILLS: Proficiency in MS Office products required.