



Opportunity Profile

AML (Anti Money Laundering) Analyst

Peace Hills Trust, Corporate Office

March 11, 2024

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned federally regulated financial institution and is also Canada's only independent Trust Company. Employing over 100 people, Peace Hills Trust provides personal and business financial services through a network of 9 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is located in Edmonton, Alberta.

The Opportunity

We are currently seeking an AML Analyst to join the AML Compliance Team. This individual will assist the AML Compliance Officer to ensure the company is following legislation pertaining to reporting, recordkeeping, and travel rule requirements under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and its supporting regulations.

Reporting to the AML Compliance Officer this position will be in our Corporate Office in downtown Edmonton, Alberta.

Responsibilities include but are not limited to:

- Analyze system data to ensure compliance with policy and procedures
- Analysis and maintenance of transactional data to ensure proper reporting of Large Cash Transaction Reports, Large Wire Transfer Reports and AML Alert generation
- Ensure all suspicious transactions identified by any source are thoroughly investigated and reported to FINTRAC as soon as practicable
- Ensure all reports (LCTR (Large Cash Transaction Report), EFTR (Electronic Funds Transaction Report) & STR (Suspicious Transaction Report)) reported to FINTRAC comply with PHT policies and procedures and adhere to FINTRAC standards and guidance documents.
- Monitor all outgoing and incoming wire payments to ensure the FINTRAC – Travel Rule requirements are being adhered to
- Responsible for conducting investigations on unusual activities and behaviors across multiple products including analyzing and assessing information and escalation of cases
- Perform Watch List investigations on priority basis (when required)
- Perform enhanced due diligence procedures for assigned high risk business relationships
- Assist AML Compliance Officer with CAMLO (Chief Anti Money Laundering Officer) reporting and recordkeeping requirements and self-assessments

The Ideal Candidate

To be successful in this role, you should be a highly motivated individual, with a good understanding of AML Regulations, and be willing to obtain a Certified Anti-Money Laundering Specialist (CAMS) Certification.

Qualifications and Requirements:

- Minimum of 3 - 5 years of banking experience
- Post-secondary education in business or accounting, is an asset but not required
- Basic knowledge of AML/ATF regulations and regulatory reporting framework
- Basic knowledge of end-to-end workflows amongst front and back offices within a financial entity
- Demonstrated analytical, problem-solving, and critical thinking skills with solid organization and time management skills
- Analytical and problem-solving skills
- Good interpersonal and communication skills
- Ability to easily adapt to new processes
- Proficient in word, excel and adobe
- Strong attention to detail

Peace Hills Trust offers a competitive salary based on skills, qualifications, and experience, along with a comprehensive benefits package.

To be considered for this exciting opportunity, please forward your cover letter and resume to:

Peace Hills Trust Company
Human Resources Department
Phone: 780.421.1606
Email: human.resources@peacehills.com

We appreciate the interest of all applicants, however only those selected for consideration will be contacted.

Closing Date: Until position is filled.