JOB DESCRIPTION TEMPLATE

AML Compliance Analyst

Reviews alerts, investigates suspicious activity, and files reports to help the organization meet its anti-money laundering obligations.

Department	Financial Crimes / BSA-AML / Compliance
Reports to	BSA Officer / AML Manager / Chief Compliance Officer
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	2 to 5 years

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POSITION OVERVIEW

The AML Compliance Analyst supports the organization's anti-money laundering program, helping the organization detect, investigate, and report potential money laundering and financial crime. This role reviews transaction monitoring alerts, conducts investigations, and supports sanctions screening and customer due diligence.

Working within the financial crimes function, the analyst documents investigations, prepares Suspicious Activity Reports, and helps keep the program aligned to BSA/AML and OFAC requirements. The role is central to protecting the organization from being used to move illicit funds.

This is a hands-on investigative role for a detail-oriented professional who enjoys structured analysis and clear documentation.

KEY RESPONSIBILITIES

TRANSACTION MONITORING

- Review and disposition transaction monitoring alerts.
- Analyze customer activity for unusual or suspicious patterns.
- Document analysis and decisions clearly and consistently.
- Escalate potential suspicious activity for further review.

INVESTIGATIONS

Conduct investigations into flagged activity, gathering internal and external information to reach a supported conclusion.

- Research customer profiles, transactions, and relationships.
- Assess activity against typologies and risk indicators.
- Prepare well-documented investigation case files.

SUSPICIOUS ACTIVITY REPORTS

Prepare and file Suspicious Activity Reports (SARs) with FinCEN where warranted, ensuring narratives are clear, complete, and timely. Maintain supporting documentation for each filing.

SANCTIONS AND SCREENING

- Review OFAC and sanctions screening alerts.
- Disposition potential matches and document rationale.
- Escalate confirmed or high-risk matches per procedure.

CUSTOMER DUE DILIGENCE

Support KYC and customer due diligence reviews, including enhanced due diligence for higher-risk customers, and help keep customer risk ratings current.

QUALITY AND REPORTING

Maintain accurate records, support quality assurance and testing, and contribute to management reporting on alert volumes, case outcomes, and program metrics.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, Criminal Justice, Business, or a related discipline, or equivalent experience.
- 2 to 5 years of experience in AML, financial crimes, compliance, or a related role.
- Working knowledge of BSA/AML requirements, sanctions, and KYC concepts.

- Experience reviewing transaction monitoring or sanctions alerts.
- Strong analytical, research, and written documentation skills.
- Sound judgment and attention to detail.

PREFERRED CERTIFICATIONS

One or more of: CAMS, CFE, or equivalent financial crimes certification.

TECHNICAL KNOWLEDGE

Transaction monitoring, alert disposition, suspicious activity investigation, SAR preparation and filing, OFAC and sanctions screening, KYC and customer due diligence, money laundering typologies, and case management systems.

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