



Position: Compliance Analyst

Department: Compliance/Legal

Reports to: Chief Compliance Officer and General Counsel

Location: Birmingham

Prepaid Technologies is a fast-growing fintech company that is digitizing business payments by deploying operationally excellent, on-demand, prepaid solutions for a variety of applications and verticals. We have an opportunity for a Compliance Analyst to join our Compliance/Legal Team. This is an exciting opportunity to learn while playing a role in critical initiatives at Prepaid Technologies.

Position Summary

As a Compliance Analyst you will assist with the following: manual review of applicants to ensure compliance with CIP, internal and external audits, complaints, court orders and subpoenas and annual insurance renewals.

Responsibilities include, but are not limited to:

- Assist with manual review of applicants to ensure compliance with Customer Identification Program (“CIP”) on Purchasing Programs.
 - Following written procedures, identify which applicants are eligible for manual review after failing our automated process.
 - When manual review is warranted, read results of automated process, and identify what documents must be collected.
 - Review documents to ensure authenticity and relevance.
 - Document file and manually approve or deny applicants.
- Assist with Audits (Issuing Bank, Independent, and Internal)
 - Create spreadsheet itemizing all requests, item owners, and timelines
 - Work collaboratively with internal stakeholders to ensure accurate responses
 - Organize and timely submit responses.
- Assist with Complaints, Court Orders, and Subpoenas
 - Research account history by discussing with account management, reviewing transaction details on FIS, etc.
 - Summarize and draft response.
 - Put on company letter head and timely submit.
- Assist with annual Insurance renewals.

Experience:

- College Degree or Paralegal Certification.
- Minimum 1-5 years of experience in business environment.
- AML/BSA/OFAC/Reg E background desired, but not required.
- Familiarity with “CIP” requirements desired, but not required.

Desired Skills and Traits:

- Self-starter with strong sense of urgency.
- Organized with strong time management skills. Adhering to timelines is essential.
- Strong Interpersonal skills, team player who works well with all employees.
- Willing to learn the business. Pitch in as needed in an innovative, fast paced environment.
- Proactive thinker constantly seeking improvement opportunities.
- Positive Attitude and Professional demeanor. This role will require regular Interaction with executive management.

Our Culture

The unique culture at Prepaid Technologies is hard to beat, where innovation and a hard-working environment go hand-in-hand with a casual and fun atmosphere. We promote an energetic and team-oriented workplace where collaboration and a results-driven attitude is key to our success.

Our Core Values

- We look for **Solutions** and ask “Why Not?”

- We are **Nimble** and **Creative** and use those strengths to **Innovate**
- We embrace and leverage **Technology**
- We have **Passion** for our work and our customers
- We row together with **Respect** for everyone we work with
- We have **Fun** – life is short

Our Benefits

Prepaid Technologies, Inc. is an Equal Opportunity Employer and provides a competitive, comprehensive compensation package for full-time employees.