

PreCash provides a convenient, real-time payment system that converts cash into electronic payments for consumers who choose not to have access to traditional payment methods such as credit cards or bank accounts. PreCash offers a unique suite of payment products that includes Prepaid Wireless Refill, Bill Pay, Deposits and Stored Value Products. As a single source solution, PreCash offers the retailer a simplified user interface and integrated settlement, reconciliation and reporting.

PreCash has been recognized in top 50 of Inc. Magazine and Deloitte Technology “500 Lists”, and is a 3 time Houston Business Journal “Top 50 Fastest Growing Technology Companies”. PreCash was most recently honored with the Better Business Bureau Award for excellence and is one of the best companies to work for in Houston.

REGULATORY COMPLIANCE ANALYST

General Position Description:

This position is responsible for ensuring that all MSB state and federal licensing application requirements are complete and filed in all jurisdictions within the appropriate time. This position is also responsible for the research and review of all state and federal MSB filings and their on-going maintenance/renewal. This position will also conduct AML training and general support of the Precash AML program. This position reports to the Risk Manager & Corporate Compliance Officer.

Major Responsibilities - Essential Functions

- Completes regulatory duties with various matters including but not limited to the preparation of state and federal MSB licensing applications/filings/reports and correspondence. Duties include mastery of MSB state and federal filing requirements, research, and review.
- Completes regulatory compliance by determining submissions requirements; assembling and preparing submissions; collecting and providing information.
- Prepares regulatory submissions by assembling, reviewing, and coordinating information requirements for state and federal license applications and renewals.
- Ongoing maintenance of state and federal money transmitter & remittance license issues
- Develop and oversee/maintain compliance with state and federal laws affecting stored-value card programs and products

- Develop, draft and maintain policies and procedures for compliance with money services laws, rules and regulations.
- Prepare reports by collecting, analyzing, and summarizing information.
- Proven ability to independently research, extract and utilize information gathered from on-line legal research programs, law library, or state/federal statutes and regulations
- Monitor day-to-day corporate business activities to ensure that all activities are in compliance with the appropriate rules/regulations/legislation that pertain to the U.S. Patriot Act and FinCEN 314 (a) & (b) requirements.
- Assist the AML Officer to ensure that the corporate AML program is updated and maintained.
- Partner with all other compliance support and centralized units to monitor and ensure the effectiveness of the AML program.
- Develop and leverage effective partnerships with areas that perform compliance-related activities, affecting the corporate AML program and helps develop the necessary training for these areas.
- Elevate material compliance risks/issues to management & initiates corrective actions if necessary.
- Ability to interact with legal counsel concerning regulatory filing requirements and updates.
- Operate as the single point of contact for all state and federal license-related questions or complaints
- Perform merchant and new hire AML and compliance training as needed

Required Qualifications
(Experience, Skills, Education)

- Bachelor's degree or a certificate from an ABA approved paralegal program required or equivalent related work experience.
- 3-5 years administrative experience in Financial Services industry, Legal administrative experience a plus
- Experience in state and federal filings preferred.
- Experience researching state and federal laws and regulations.
- Ability to interact with State Regulators.
- Strong organizational and writing skills
- Ability to research, analyze and synthesize large amounts of data.
- Ability to pay attention to details, work concurrently on a variety of filings, and work effectively under pressure.
- Ability to work independently and to meet deadlines is essential.
- Ability to work overtime may be required.

- Must have excellent Microsoft Office Suite proficiency including: Word, Excel, Outlook, and Access
- Ongoing maintenance of state and federal money transmitter & remittance license issues
- Assist in corporate and merchant MSB/BSA/AML training and compliance

Additional Desired Qualifications: Nice to have

- Certified paralegal from ABA accredited program
- Prior law firm or corporate legal department experience desired, particularly in the legal regulatory/compliance area.
- Experience in the financial payments industry