Opportunity Profile

AML (Anti Money Laundering) Analyst II
Peace Hills Trust Company

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 8 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is 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 (AMLCO) to ensure the Company is following legislation pertaining to reporting, recordkeeping, KYC periodic reviews and sanctions screening requirements under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and its supporting regulations.

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

The Ideal Candidate

To be successful in this role, you should be a highly motivated and professional individual with a foundational understanding of AML/ATF regulations, FINTRAC reporting requirements, and transaction monitoring practices. You possess strong analytical and critical-thinking skills that enable you to identify unusual transaction patterns, assess risks, and support effective investigations. You demonstrate exceptional attention to detail and accuracy in the preparation and submission of regulatory reports, while leveraging data and reporting analytics to identify trends, measure performance, and support informed decision-making. You are disciplined in documenting findings, managing competing priorities, and ensuring all regulatory obligations are met within established timelines.

Responsibilities

FINTRAC Reporting

- Assist with preparation and submission of FINTRAC regulatory reports, including Suspicious Transaction Reports (STRs), Large Cash Transaction Reports (LCTs), and Electronic Funds Transfer Reports (EFTs)
- Ensure reports are complete, accurate, and supported by appropriate documentation prior to submission.

Transaction Monitoring and Investigations

- Review and investigate transaction monitoring alerts generated through PHT's AML monitoring systems.
- Conduct thorough investigations of unusual or potentially suspicious customer activity.
- Analyze transaction patterns, account activity, customer profiles, and supporting documentation.
- Document investigative findings and recommendations in accordance with established procedures.

Reporting and Analytics

- Prepare management information and reporting related to AML investigations, monitoring activities, and compliance metrics.
- Analyze trends in alerts, investigations, and customer activity.
- Assist in developing key performance indicators (KPIs) and key risk indicators (KRIs) for AML oversight.
- Support data analysis and special investigations as required.

Audit Readiness & Quality Assurance

- Maintain clear, well-documented audit trails for all AML review activities in designated systems and SharePoint repositories.
- Support internal and external audits, regulatory examinations, and AML testing activities as required.
- Participate in peer review or quality assurance checks of completed KYC files, as assigned.

Additional Compliance Support

- Support ad-hoc AML compliance initiatives, regulatory requests, and internal projects as assigned by the AMLCO.
- Remain informed of updates to FINTRAC guidance, regulatory expectations, and internal AML policies impacting KYC requirements.

Required Qualifications

Experience

- 1–3 years of experience in AML / KYC compliance within a Canadian federally or provincially regulated financial institution.

Technical Skills

- Hands-on experience with Verafin (strongly preferred).or a comparable AML monitoring platform
- Experience using AML transaction monitoring, case management, and reporting systems, with the ability to navigate multiple platforms to support investigations, regulatory reporting, and compliance monitoring activities.

Regulatory Knowledge

- Demonstrated knowledge of FINTRAC reporting requirements, including the preparation and timely submission of STRs, LCTRs, EFTs, and other regulatory reports in accordance with legislative and organizational standard.
- Familiarity with sanctions screening and PEP identification requirements.

Soft Skills

- Strong attention to detail and analytical skills.
- Effectively manages competing priorities to meet regulatory deadlines and investigation service standards
- Effective written and verbal communication skills for collaboration with Regional Offices and internal stakeholders.
- Takes ownership of investigations and reporting responsibilities, ensuring compliance obligations are consistently met.

Certifications

- CAMS (Certified Anti-Money Laundering Specialist) designation is an asset but not required for this role.

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: August 31, 2026