

POSITION DESCRIPTION

POSITION: Compliance/BSA Officer

SALARY RANGE: \$55,000.00-\$70,000.00

FLSA designation: Exempt

POSITION SUMMARY

This position is responsible for the development, implementation and monitoring of the Bank's compliance programs. The established programs will ensure that the Bank remains in compliance with all applicable laws, rules and regulations governing operations and products.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs all compliance functions necessary, within scope of authority and expertise, to provide the highest level of customer service and responsiveness to the financial needs of diverse individuals, families, businesses, and organizations served by the Bank.

1. Reports to CFO
2. Oversees and maintains an effective Compliance Program. Serves as the organization's Compliance Officer. Consults with and advises operating units and managers on all compliance related issues. Assures the development and maintenance of compliance policies and procedures throughout the organization.
3. Participates as Chair of the Compliance and Audit Committees and maintains ongoing involvement in the review and dissemination of regulatory updates, and periodic compliance changes.
4. Research regulatory changes and implement new polices with assistance from the Compliance Committee.
5. Quarterly Internal Audit Reports to the Board.
6. Quarterly/Annual Compliance Reports to the Board.
7. Coordinates regulatory compliance examinations.
8. Assures the adequacy of the internal audit program.
9. Monitors ongoing activities and operations compliance, reports findings to management and the Board of Directors (as applicable) and ensures that corrective action is taken as appropriate.
10. Responsible for Policy Updates.
11. Evaluates the adequacy and effectiveness of the training program related to all compliance issues with the help of the Compliance Committee.
12. Serves as Bank Secrecy Act Officer, responsible for ensuring that the bank is compliant with Federal and State laws and adheres to a strong anti-money laundering system and control, and high standards of customer and employee identification.
13. Other Duties Include:
 - New account disclosures and review of completed documents
 - Change in terms notifications
 - Form development and/or approval
 - Advertising Approvals

- Website Compliance
- Backup for Website Changes
- Review Customer Legal Documents

EXPERIENCE

The minimum required job-related experience needed to demonstrate competence to perform the job is five years in a bank compliance position.

SPECIFIC EDUCATION, EXPERIENCE AND SKILL

1. Bachelor's degree (B.A. or B.S.) preferred
2. 3-5 years related bank compliance and management experience required; or appropriate combination of education and experience.
3. Proficient knowledge of relevant state, federal and other governmental agency laws and regulations for financial institutions, with a focus on state and FDIC regulations.
4. Knowledge of banking services, policies and procedures.

COMPLIANCE

The incumbent has the responsibility to acquire and maintain the required knowledge of State and Federal Banking regulations and policies and those regulations and policies inherent to position requirements.

MINIMUM PHYSICAL activity requirements include the ability to:

1. Express or exchange ideas by means of the spoken word.
2. Perceive the normal range of sounds with no less than a 40-decibel loss at 500 Hz and 2,000 Hz with or without correction.
3. Visually identify and distinguish between various documents and currency with normal range of sight having no less than 20/40 to 20/50 vision with or without corrections.
4. Reach and retrieve objects outside of immediate range.
5. Stand or support oneself and stay in an upright position.
6. Raise substantial objects from lower to a higher position or moving objects horizontally from position to position.
7. Pinch or pick and maneuver small objects by whatever means.

The incumbent is not substantially exposed to adverse environmental conditions but requires sedentary work such as exerting up to 10 pounds of force 5% of the time and a negligible amount of force approximately 90% of the time.

NOTICE

1. This position description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.

2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.