

## **BSA/Compliance Analyst**

### **Job Description:**

This position is responsible for performing regulatory compliance duties under the direct supervision of the Compliance Officer, to assist in the development and maintenance of a strong professional compliance program and to ensure that all banking rules, regulations, and statutory requirements are met. This position reports to the Compliance Officer.

### **Primary Responsibilities/Duties**

- Maintain current knowledge of the Bank Secrecy Act and all related anti-money laundering and OFAC regulations.
- Assist with development and maintenance of the bank's compliance and risk management programs.
- Assist with testing the effectiveness of the bank's policies and procedures and overall compliance program.
- Assist with conducting monitoring activities of regulatory requirements within the various locations of the bank that include CRA, Fair Lending, BSA, Regulations AA, Z, C, E, DD, X, CC, FCRA/FACT Act, UDAP, etc.
- Work with the Chief Compliance Officer to manage the resulting corrective actions to completion.
- Manage files and documentation and perform special projects as needed.
- Comply with all federal, state and local regulatory rules and regulations governing financial institutions, as well as all company policies and procedures.
- Complete and pass all required regulatory compliance training as assigned.
- Perform other tasks which may be assigned by management.

### **Required Skills/Qualifications**

- Bachelor's degree in finance, business or other directly related field.
- Relevant experience within a financial services industry, specifically relating to consumer compliance and/or prior exposure to compliance management program requirements is preferred.
- Professional and excellent interpersonal relationship skills.
- Strong written and verbal communication skills.
- Demonstrate commitment and accountability.
- Possess sound decision-making ability and understanding of risk.
- Respond to changes in business or compliance/regulatory environment and job requirements.
- Proficient with computer skills including Microsoft Word, Excel, PowerPoint and Outlook.

### **Desired Skills/Qualifications**

- Customer service experience
- Relevant Bachelor Degree preferred

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** Sitting or standing for long periods of time, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity. Professional office environment. Occasional lifting of storage boxes.

4/21/22

**FIRST LIBERTY BANK IS AN EQUAL OPPORTUNITY EMPLOYER – M/F/Vets/Disabled**