

Assistant Compliance Officer

We are currently looking for an Assistant Compliance Officer who will support the Bank's Compliance Management and BSA Program by keeping current with applicable banking regulations, laws, and best practices. The Officer will also assist with the coordination of compliance audits and examinations, coordination of scheduled internal reviews; review and update compliance policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Assists with the Bank's BSA/AML program, ensuring compliance with OFAC and 314(a) requirements and monitoring of customer activity to identify suspicious activity, conduct investigations and prepare summary of any findings to the BSA Officer for review.
- Tracks and monitors the implementation status of regulatory changes to ensure they are fully implemented and incorporated into policies and procedures within regulatory required time frames.
- Supports staff on a day to day basis by conducting research, responding to inquiries, and assisting with the development of or revisions to policies and procedures.
- Works with department heads on the oversight of the Bank's compliance management program.
- Assists with internal audits of the compliance program.
- Assists with regulatory examinations, including requesting and preparing materials.
- Provides on-going support to the compliance team on ad-hoc special projects, risk assessments, compliance reviews, and other tasks.
- Assists with development of annual employee training programs.
- Assists with the monitoring and analysis of customer complaints.

POSITION REQUIREMENTS:

- Bachelor's Degree or equivalent experience plus a minimum of 3-5 years of direct regulatory compliance experience required.
- Proficient computer skills
- Working knowledge of the various laws and regulations is required.
- Must have excellent written and verbal communication skills and be able to deal effectively with all levels of management.
- Strong research, analytical and project management skills.