

Job Title: BSA Officer

### Job Description:

Responsible for administering compliance with all aspects of the Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Asset Control (OFAC) and the USA Patriot Act. Also responsible for ensuring compliance with Identity Theft Prevention and Red Flags, Privacy, and bank security related laws, regulations and policies.

<u>Location</u> Walton, KS

<u>Status</u> Full Time Monday - Friday, 9:00 AM – 5:00 PM

#### Responsibilities/Duties

- 1. Oversee all aspects of the corporate-wide Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) programs
  - a. Review laws and regulations that impact the bank compliance requirements, with emphasis on Bank Secrecy Act (BSA/AML), USA Patriot Act, and OFAC.
  - b. Monitor customer transactions to help support BSA/AML, file all SAR/CTRs in accordance with BSA. Review system reports daily to support BSA/AML/OFAC compliance. Prepare board reports on SAR/CTR filings. Manage CTR reporting and CTR exemption processes.
  - c. Utilize systems/resources to monitor and help reduce customer and internal fraud.
  - d. Ensure all staff and the Board of Directors are adequately trained in the Bank Secrecy Act. Develop curriculum and conduct new hire and periodic training as needed.
  - e. Disseminate information, answer questions, and be a subject matter expert for the bank on BSA/AML/OFAC-related issues.
  - f. Assist with regulatory examinations and audits, including gathering requested information and developing and coordinating responses to such reviews as necessary.
  - g. Ensure implementation of record retention policies and procedures in accordance with BSA/AML/OFAC regulations and laws.
  - h. Responsible for keeping relevant policies, programs, and procedures current and coordinating annual review by the Board of Directors.
  - i. Administer the Customer Identification Policy.
  - j. Conduct customer due diligence and risk assessment analysis of personal and commercial customer relationships. Conduct enhanced due diligence reviews for customers identified as higher risk.
  - k. Perform comprehensive risk assessments and policy analysis to determine BSA/AML and other risk exposures, collaborate with cross-functional teams to develop mitigating controls and monitoring strategies.
  - I. Respond to 314(a) requests.
  - m. Implement automated BSA/AML software and maintain ongoing development and maintenance of the software. Review effectiveness of automated system reports and recommend changes or modifications.
- 2. Serve as the Security Officer
  - a. <u>Responsible for administering the security program.</u>
  - b. <u>Update the security policy and coordinate annual review by the Board of Directors.</u>
  - c. <u>Ensure all staff are adequately trained in the security policy. Develop curriculum and conduct new hire and periodic training as needed.</u>
  - d. Prepare reports on the security program for the Board of Directors.



- 3. Coordinate compliance with the privacy policy
  - a. <u>Update privacy notice as needed and ensure disclosure requirements are being</u> <u>followed.</u>
  - b. <u>Ensure all staff are adequately trained in the privacy policy. Develop curriculum and conduct new hire and periodic training as needed.</u>
- 4. Ensure compliance with Identity Theft Prevention and Red Flags
- 5. <u>Serve as a member of the bank's Compliance Committee and will be expected to stay up to</u> date on regulatory changes informing the Compliance Committee and other affected staff as needed about any relevant changes needed in bank policies or procedures.
- 6. Assist in monitoring and reviewing the deposit procedures of the bank.
  - a. <u>Assist in developing recommendations for enhancement of compliance policies and procedures and for remediating compliance deficiencies.</u>
  - b. <u>Communicate deposit compliance violations and recommended action to supervisor</u> and other staff as necessary.
- 7. Assist in training employees in regulatory compliance and distributing information as laws change.
- Study regulatory compliance issues and stay current on job-related compliance issues.
  a. Attend on-going training to gain and maintain knowledge of regulatory compliance
  - issues.
  - b. Complete assigned training courses in a timely manner.
- 9. <u>Undertake special projects as assigned by supervisor.</u>
- 10. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

## Preferred Skills

- Strong problem-solving abilities.
- Ability to maintain a high level of confidentiality.
- Excellent organizational and communication skills.
- Ability to exercise independent judgment within established policies and guidelines and provides appropriate customer solutions.
- Must have strong sales, customer service, verbal, written, math, PC and operational skills.
- Ability to work independently and in a team environment.

# Preferred Experience

- 2-3 years work experience. High school diploma or equivalent required; Associates Degree preferred.
- Experience with sales, customer service, and cash handling.
- Previous retail banking experience.

# To find out more details and apply, please email us at career@waltonstatebank.com

