



Senior BSA Analyst

Department: BSA

Reports To: AVP (BSA Supervisor)

FLSA Status: Non-Exempt

Prepared Date: 10/5/2015

Travel Required: Negligible

Summary Responsible for working closely and assisting the Bank Secrecy Act Officer in all aspects of Bank Secrecy Act (BSA)/Anti-Money Laundering (AML), USA PATRIOT Act and Office of Foreign Assets Control (OFAC) compliance. Provide assistance in maintaining the BSA monitoring program, including but not limited to; preparation and submission of Currency Transaction Reports (CTRs), including exemptions from CTR filing, loan activity monitoring, investigation and analyses for completion of Suspicious Activity Reports (SARs), monitoring and testing of compliance with OFAC, and the Bank's compliance with AML laws.

Essential Duties and Responsibilities include the following.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manages the daily CTR reporting, approvals, and ensures compliance as required
- Monitors the compliance records for 314(a) Information Requests as signed
- Responsible for monitoring of customer activity; and completes written narratives including SAR filing recommendations as appropriate to the BSA Officer
- Monitors branch compliance with the Bank's Customer Identification Program (CIP)
- Ability to synthesize complex information in order to submit comprehensive recommendations regarding potential suspicious activity
- Recommends enhancements regarding monitoring activities, including policy and procedural updates and revisions to the BSA Officer
- Represents the Bank with a high level of integrity and professionalism, including interaction with auditors and examiners
- Adheres to the Bank's regulatory compliance program which includes Bank Secrecy Act
- Adheres to the Bank's policies and support management decisions and goals in a positive, professional manner
- Will adhere to and comply with all United States Federal and State Regulations including the Bank Secrecy Act, Anti-Money Laundering Act, USA PATRIOT Act, and OFAC laws and their implementing regulations
- Regular attendance is an essential function of this position.



- Performs duties to ensure proper identification and information gathering of all parties subject to SBIC's Customer Information Program (CIP) and Customer Due Diligence Programs
- Reviews reports to detect Suspicious Activity and files required reports to the BSA Officer or designee as found

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

This job operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) or equivalent from two-year college or technical school; or one to three years related experience and/or training in BSA-AML; or equivalent combination of education and experience.

Other Skills

Requires knowledge of Anti-money laundering software. Ability to analyze transaction patterns.

TO APPLY:

If you would like to apply, please submit a cover letter referencing the job title, resume, three professional references (names/contact information) and send to:



careers@sbical.com

Fax: 213.489.4560

Documents submitted via email as attachments must be in Microsoft Words or pdf format.
Resumes that do not reference a specific job title in the cover letter or email subject line will not be considered.