



## SENIOR COMPLIANCE & CRA SPECIALIST

**Summary:** Assists the Chief Compliance & Risk Officer (“CCRO”) with the administration and coordination of the Bank’s Compliance and CRA Programs. Uses specialized knowledge to evaluate the Bank needs and set CRA goals and targets. Identifies and facilitates CRA activities; monitors, assesses and reports Bank’s CRA performance to the CCRO. Provides subject matter expertise, guidance and technical assistance. Independently performs vendor risk assessments, reviews and approves marketing materials. Under general direction of the CCRO assigns and monitors Bank-wide compliance training, performs compliance monitoring reviews and provides audit and exam support. Participates in and reports in Compliance and Enterprise Risk Management Committee (“CERMC”) and CRA Committee meetings. Responsibilities include:

- Evaluates the community needs of the Bank’s assessment areas, conducts CRA self-assessments and peer analysis. Reviews reports and selects peer group for comparison, analyzes data and proposes annual CRA goals and targets for the Bank.
- Follows up with applicable loan officers to obtain information and documentation needed for CRA determination. Utilizes CRA expertise to review loans and investments for CRA eligibility and uses independent judgment for classification. Assists branches and loan officers in identifying and analyzing loan and investment opportunities. Provides subject matter expertise, guidance, technical assistance and support to bank employees on CRA matters.
- Represents the Bank at CRA events. Actively seeks to identify service needs and volunteer opportunities through contact with community leaders in the bank’s CRA assessment area, selects and arranges volunteer events, and encourages participation from Bank employees. Reviews CRA donation requests, conducts research on the organization, obtains necessary documentation, evaluates eligibility for CRA credits, and makes recommendations regarding donations.
- Gathers information to analyze and determine CRA eligibility and enters information in CRA Wiz. Performs quarterly and annual CRA Self-Assessments using CRA Wiz software and prepares managerial reports. Maintains and updates the CRA public files for the Bank. Supports the CCRO during CRA examination and audit.
- Reviews marketing and advertising materials for regulatory compliance standards and approves release.
- Coordinates and reviews vendor due diligence and risk assessment process using Risk Director software to ensure that all vendors are appropriately reviewed. Performs compliance monitoring reviews under the general direction of the CCRO and reports on findings. Identifies findings and makes recommendations.
- Reviews compliance training plan, identifies bank-wide needs, evaluates and selects courses and assigns online training for both new hires and existing employees. Monitors BVS training assignments for compliance and timeliness and reports results.

**Qualifications:** Bachelor’s degree and 5+ years of bank compliance experience with a minimum of 3 years Bank CRA experience required, or equivalent combination of education and experience. CRA WIZ reporting system experience highly desirable. Compliance experience in vendor management, marketing material review, and compliance monitoring preferred. Should be detail oriented with ability to identify, analyze, plan, monitor, report and control risk. Must have a base knowledge of banking regulation concepts and their impact to the Bank as a whole. Ability to understand the logical connection between Bank business policies and compliance regulations. Strong written and verbal communication skills required. Proficiency in Microsoft Excel, Word & PowerPoint, WIZ, Risk Director.

**TO APPLY:** If you would like to apply, please submit your resume via email at [careers@sbical.com](mailto:careers@sbical.com) or Fax: 213.489.4560.