

BSA SPECIALIST

Starting range: \$24.00 - \$29.00

Full-time/Non-Exempt

SUMMARY: Works with BSA Supervisor and BSA Officer in all aspects of Bank Secrecy Act (BSA)/Anti-Money Laundering (AML), USA PATRIOT Act and Office of Foreign Assets Control (OFAC) compliance. Assists with the maintenance of the BSA monitoring program, including but not limited to; preparation and submission of Currency Transaction Reports (CTRs), including exemptions from CTR filing, QC of CIP and CDD information for new account opening, monitoring and testing of compliance with OFAC, and the Bank's compliance with AML laws.

- Manages weekly CRT reporting and ensures compliance with banking regulations
- Monitors branch compliance to ensure proper identification and information gathering of all parties subject to SBIC's Customer Information Program (CIP) and Customer Due Diligence Program (CDD).
- Reviews and determines appropriate course of action on alerts for potential OFAC matches.
- Adheres to the Bank's policies and procedures. Supports management decisions and goals in a positive, professional manner.
- Ensures required recordkeeping, processing and reporting of all suspicious activity is properly maintained/submitted timely.

QUALIFICATIONS:

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. Prior experience opening new accounts in a branch or back-office environment. Excellent analytical skills to develop financial/statistical data and reports and evaluate flow of funds on complex relationships. Knowledge of outside resources to perform advanced due diligence. Proof of vaccination required.

TO APPLY:

If you would like to apply, please submit your resume via email at <u>careers@sbical.com</u> or Fax: 213.489.4560.