



BSA Analyst

Job Classification: Full-Time, Non-Exempt

Reports to: BSA Officer

Position Summary

The BSA analyst position is responsible for ensuring compliance with the Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) policies and procedures and the applicable federal regulations to protect the company from being used as a conduit for illegal activity. The BSA/AML program includes Currency Transaction Reports (CTRs), Office of Foreign Asset Control (OFAC), Suspicious Activity Reports (SARs), Customer Due Diligence (CDD), and Customer Identification Program (CIP).

Principal Duties and Responsibilities

1. Assist with the alert workload and the monitoring for suspicious patterns/activity and fraud, conduct suspicious activity report investigations, as well as high risk customer/account reviews, and recommend when to file and not file Suspicious Activity Reports (SARs). May assist in the filing of SARs when necessary.
2. Conduct enhanced due diligence reviews which entails research, the gathering of documents, composing a well written narrative, making appropriate recommendations, and assigning appropriate risk factors.
3. Perform 90-day SAR follow up reviews; recommending whether continuing activity SAR should be completed.
4. Assist in the preparation and submission of all Currency Transaction Reports (CTRs) within the regulatory deadline of 15 days.
5. Ensure proper identification and adherence to the Bank's BSA Program including, but not limited to; CIP, CDD/EDD/BO, OFAC and record keeping and retention requirements.
6. Ensure BSA files remain current, accurate, and well-documented.
7. Assist with gathering information for the Money Laundering Risk (MLR) reporting process.
8. Participate in ongoing training to maintain current knowledge of BSA/AML and OFAC regulatory requirements.
9. Assist in the compliance of 314(a) and 314(b) responsibilities.
10. Monitor potential OFAC matches and take appropriate action to escalate them when necessary.
11. Other duties may be assigned by the BSA Officer.

12. Complies with federal and state regulations and all established bank policies and procedures.

Other Responsibilities

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Must have excellent analysis, observation and decision-making skills.
- Individual should be able to work under high pressure situations and a stressful atmosphere and should remain composed.
- High degree of accuracy
- Strong organizational skills; able to manage priorities and workflow
- Ability to work independently and as a team member
- Able to communicate with people at all levels and various backgrounds
- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Mental concentration is necessary for handling frequent interruptions and working in a fast-paced environment.

Education and Experience

- Bachelor's degree (B. A. or B. S.) is preferred.
- Five years of banking experience with exposure to BSA/OFAC/Fraud.
- Knowledge of BSA/OFAC/Fraud functions.
- Acknowledge and observe strict confidentiality requirements.
- Ability to research, collect, and analyze complex or diverse information.
- Positive interpersonal relationship skills.
- Critical thinking.
- Strong analytical, communication (oral and written), and personal computer skills.