

Senior BSA Specialist

Classification:

Exempt / Full-Time

Reports to:

Vice President – Operations/Chief Administrative Officer/BSA Officer

Job Description Creation / Review date:

January 2019

JOB DESCRIPTION**Summary / Objective:**

The Senior BSA Specialist is responsible for ensuring the Bank's ongoing compliance with the Bank Secrecy Act (BSA)/Anti Money Laundering (AML) Program and related regulations. This includes transaction monitoring, Know Your Customer (KYC), Enhanced Due Diligence (EDD), timely filing of SARs and CTRs. Additionally, the Senior BSA Specialist will identify, review and investigate alerts, cases, perform EDD reviews of the Bank's high and moderate risk customers, evaluate and assess risk of the Bank's customers, transactions, and product offerings. The BSA Specialist will also handle and process more complex BSA-related investigations, originate Suspicious Activity Reports, and will be assigned to help develop new procedures for BSA compliance with any changes in laws and regulations relating to BSA/AML/CIP and EDD programs.

Position works under the direction of the BSA Officer and may perform duties in the absence of BSA Officer or other such activities as directed by the BSA Officer.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions include but are not limited to the following.

1. Manage day to day aspects of the Bank's ongoing BSA/AML/OFAC operations, including coordinating deadlines for ongoing reviews, investigations, and BSA related filings.
2. Analyze data and results of transaction monitoring reports and determine whether EDD is necessary or SAR investigations/filings are required.
3. Perform and oversee additional BSA requirements relating to:
 - a. CTR Filings
 - b. FinCEN 314a compliance
 - c. OFAC
 - d. Suspicious activity monitoring
 - e. Beneficial Ownership
 - f. Site visit evaluations of high and medium risk customers
4. Ensure bank wide adherence to all internal policies and procedures for the BSA
5. Assist with the writing or maintenance of policies and procedures to ensure Bank compliance to rules and regulations.
6. Evaluate and assess customer, transaction, and product line risk
 - a. Evaluate and mitigate inherent risks of current and new bank product line offerings
 - b. Assess new and existing customer risk by evaluating customer profiles or transaction histories
7. Perform annual quantitative BSA/AML/OFAC risk assessments, analyze bank's trend analysis, and implement mitigating controls to reduce risk exposure.
8. Help develop and implement an automated BSA/AML system
 - a. Evaluate vendors
 - b. Set program parameters/guidelines
 - c. Ensure system validations
9. Review alerts and recommend enhancements to capture unusual activity while limiting false positives.
10. Review and investigate alerts, cases, and originate SARs as directed

11. Perform ongoing EDD reviews
12. Develop, administer, and maintain quality assurance practices to ongoing OFAC, BSA/AML functions.
13. Provide technical guidance to staff analysts
14. Provide training to both Bank and BSA staff relating to their responsibilities under the BSA.
15. Assist and support management regarding BSA related issues
16. Coordination of audit/examination preparation and assist with remediation efforts, as necessary to ensure procedural and regulatory requirements are being adhered to.

Competencies:

1. High-level knowledge of the Bank Secrecy Act, USA Patriot Act, OFAC and Sanctions compliance, and industry best practices.
2. High-level analytical skills to produce and follow leads, develop complete and thorough pictures of suspicious activity and identify new trends in fraudulent behavior.
3. Excellent verbal and written communication skills to document all aspects of the BSA/AML program and related BSA filings.
4. Capacity to learn technical subject areas.
5. Strong detail orientation and organizational skills.
6. Strong PC and computer application skills (Word, Excel, PowerPoint, etc...)
7. Management and supervisory skills

Supervisory Responsibility:

This position supervises BSA personnel.

Work Environment:

This job operates in a professional office 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 duties of this job.

While performing the essential 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.

Position Type / Expected Hours of Work:

This is a Full-time, exempt position. The Bank's normal business hours of work are Monday through Friday, 9:00am to 5:00pm. This position requires the flexibility to work before and after normal business hours, including Saturday hours (9am to 12 noon), or as necessary to meet deadlines and the needs of the Bank.

Travel:

Travel is generally limited to visits to other Bank office locations during the business day. Limited travel may also be needed in connection with seminars, conferences, and other employee training efforts.

Required Education and Experience:

1. College degree (bachelor's or associate's) and/or 7+ years of related BSA experience.
2. Proficient or have experience with automated BSA monitoring software.
3. Proficient with Word and Excel software and Outlook.

Preferred Education and Experience:

1. Professional licenses or certifications in related area
2. Experience with FCRM

Additional Eligibility Qualifications:

1. None required for this position.

EEO Statement:

Lincoln 1st Bank provides equal employment opportunities to all employees and applicants without regard to unlawful considerations of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status or any other classification protected by applicable local, state or federal laws. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Lincoln 1st Bank expressly prohibits any form of workplace harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition (including medical characteristics), marital status or any other classification protected by local, state or federal laws. Any employee who violates this prohibition will be subject to disciplinary action, up to and including termination of his or her employment.