



1st Capital Bank

POSITION DESCRIPTION

Title: BSA Analyst

Reports to: BSA Officer

FLSA Status: Non-exempt

POSITION SUMMARY:

The BSA/AML Analyst will work closely with the BSA Officer and other BSA Analyst(s). BSA/AML Analyst will be responsible in all aspects of the 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: new account worksheet reviews, including know your customer (KYC), alerts, customer identification program (CIP) compliance, customer due diligence (CDD), and conducting enhanced due diligence (EDD) reviews of higher-risk customer relationships, using industry standards and regulatory guidance to ensure the Bank's compliance efforts are maintained, as well as investigation and analysis for completion of Suspicious Activity Reports (SARs), monitoring and testing of compliance with OFAC, and the Bank's compliance with AML laws.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform/conduct Know Your Customer (KYC) and Customer Identification Program (CIP) reviews on all new clients, and/or Enhanced Due Diligence (EDD) reviews of existing high-risk clients in accordance with relevant laws, regulations, and Bank policies and procedures.
- Monitoring customer activity, including conducting investigations and completing written narratives including SAR filing recommendations
- Utilizing all available internal/external systems to develop a comprehensive analysis.
- Recommends enhancements regarding monitoring activities, including policy and procedural updates and revisions to the BSA Officer.
- Process Financial Crimes Enforcement Network (FinCEN) 314(a) list and reports back to FinCEN any accounts for those that are on the 314(a) list.
- Assists in training and education of staff regarding the concepts of BSA/AML, USA Patriot Act, and OFAC regulations.
- Help coordinate and provide support for audits, including interaction with auditors and examiners.
- May assist with Currency Transaction Reporting (CTR), including daily review, processing and preparation of CTRs.
- Any other duties needed to help drive to our Vision, fulfill our Mission, and abide by our Organization's Values.

QUALIFICATIONS:

A combination of education, training and/or experience, which would substantially demonstrate the following knowledge and abilities, would be qualifying:

Comprehensive knowledge of:

- Banking policies and procedures, with a specific focus in Bank Secrecy Act and OFAC regulations.
- Certified Anti-Money Laundering Specialist (CAMS) Certification preferred.
- Experience with high-risk industries, such as money services businesses (MSBs) and cannabis related businesses (CRBs) preferred.
- Understanding of teller transactions and how they are processed preferred.
- Internal control philosophies and regulatory compliance issues relating to branch banking.
- Process improvement and procedural updates.
- Computer hardware and software, with Fiserv/Navigator knowledge a plus.

Ability to:

- Read, analyze, and interpret Federal, State and bank regulations and procedures.
- Maintain confidentiality of files and privileged information.
- Understand and follow complex written and verbal instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Effectively present information to management, staff, and customers.
- Strong analytical abilities
- Define problems, collect data, establish facts, and draw valid conclusions.
- Establish and maintain effective relationships with all levels of personnel, as well as outside customers and vendors.
- Be organized and detail-oriented.
- Exhibit exceptional written and verbal communication skills, including accurate grammar and business correspondence knowledge.
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards, and observe common sense rules of safety in all on-the-job activities.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.