



Position | Bank Secrecy Act (BSA) Specialist

Classification | Non-exempt, Full-Time

Posted | 07/29/2019

Location | Albuquerque

Summary

Assist in the development and maintenance of policies and procedures regarding compliance with federal and state laws and regulations concerning BSA, Anti-Money Laundering and OFAC.

Perform the activities contained within the 'Major Duties and Responsibilities' section of this position description.

Essential Functions

- Process and file the FinCEN 314(a) notifications in a timely fashion.
- Process and file the Currency Transaction Reports (CTRs) in a timely manner.
- Maintain the list of entities which are exempt from CTR reporting. Review and update that list annually, providing sufficient documentation to support each exemption.
- Perform a review of new customers, as reported monthly on the EIS report entitled "New Account Holders – Patriot Act Review", to ensure that the Customer Information Profiles were completed accurately and timely
- Perform a review of cash transactions, from \$3,000 to \$10,000, so as to detect any suspicious activity.
- Assist the BSA Officer in the preparation of the monthly Compliance Report to the Board of Directors.
- Act as the chair for the quarterly BSA Committee meetings in the absence of the BSA Officer, or as otherwise directed. Prepare BSA Committee meeting minutes.
- Review Monetary Instruments, on a quarterly basis, to ensure that the recordkeeping requirements are being met and to detect any suspicious activity.
- Review Wires, on a quarterly basis, to ensure that the recordkeeping requirements are being met and to detect any suspicious activity.
- Perform a comparison of the Bank's account records (SPARAK) to the Treasury's list of Specially Designated Nationals (SCN) on a weekly basis, and as soon after an update as possible.

Competencies

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Acquire and maintain a working knowledge of the laws and regulations that apply to loans and loan documentation
- Effective/strong written and verbal communication skills
- Ability to deliver a high level of responsiveness and "above average" customer service to external/internal customers
- Strong Analytical Skills



Training Requirement

Complete all requirements to qualify for the ICBA Certified BSA/AML Professional designation including attendance at seminars, classes and/or presentations. The requirements for certification should be completed in a two-year timeframe from date of position assignment.

Required Education and Experience

- Bachelor's Degree
- Two or more years of banking or financial experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.