



Banks Secrecy Act Analyst

BASIC FUNCTION:

The Bank Secrecy Act Analyst position involves gathering and analyzing information for recommendations to the BSA Officer (BSAO) and Senior Management when and where appropriate. The BSA Analyst will work with operations to investigate transactions that are suspicious in nature while monitoring and tracking high-risk customers and accounts. Working well with staff across multiple branches, while being self-motivated and able to work independently will be essential to this position.

DUTIES, RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Assist BSAO with implementation and administration of all aspects of the day to day BSA, Anti-Money Laundering and Customer Identification Programs.
- Track and report to BSAO exceptions, weaknesses and deficiencies in customer data gathered and verified for CIP, Know Your Customer, Customer Due Diligence and Beneficial Ownership.
- Obtain additional customer information or research needed for supporting documentation, reports, risk mitigation and supplemental background information.
- Monitor, investigate and evaluate customer transactional patterns; reporting unusual activity for investigation to the BSAO.
- Apprise BSAO of any high-risk customer and accounts while maintaining an analysis of financial transactions including confidential research, investigations and findings.
- Create and modify Currency Transaction Reports
- Monitor Office of Foreign Asset Control list
- Strict adherence, monitoring and reporting of all banking applicable regulations as required.

SKILLS/ABILITIES:

- Strong communication skills (verbal and written), analytical, organizational and presentation skills
- Organizational skills are crucial. Ability to gather and analyze data from multiple sources, and work on more than one project at a time while keeping it all organized is important
- Ability to interact with other departments as well interdepartmental to accomplish objectives
- MUST be detail oriented and MUST be able to multi task

BASIC QUALIFICATIONS:

- High School diploma, GED or equivalent
- Previous Banking experience
 - 1 year preferred
 - BSA experience beneficial

The purpose of this job description is to indicate the general level of duties and responsibility of the position. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.