



POSITION DESCRIPTION

Position Title:	Compliance and BSA Associate	Hours:	40 Hours
Reports To:	Compliance and BSA Officer	FLSA Status:	Non-Exempt
Department:	Compliance and BSA – Olympia Branch		

POSITION SUMMARY

The Compliance and BSA Associate is responsible for assisting in Bank Secrecy Act (BSA), Anti-Money Laundering, Office of Foreign Asset Control (OFAC), and risk management for Commencement Bank. BSA and compliance-related aspects of the Bank include but are not limited to: currency transaction reports (CTR's), suspicious activity reports (SAR's), policies, procedures, risk assessments, certifications, and training. This position will remain abreast on changes in the regulatory environment by attending webinars, conferences, or other trainings, annually or as needed. Commencement employees embrace and practice the Bank's core values: Dedication, Teamwork, Integrity, and Respect and support an environment of diversity, equality, and inclusion within all aspects of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable
- Follow all BSA/AML/OFAC guidelines and complete annual training as assigned
- Adhere to changes relating to regulatory, legislative and technical aspects of the banking industry
- Update or assist in establishing policies, procedures, and risk assessments regarding compliance and BSA
- Assist with filing regulatory reports; CTR's, SAR's, and Designation of Exempt persons and ensure filings are completed within the prescribed timelines
- Ability to use reasoning, resources, and other information to document basis for conclusions to ensure compliance with laws, regulatory guidance, and best practices
- Assist with maintaining the bank's BSA software program; alerts, due diligence (CDD & EDD), reports, scans, and other programs as needed
- Interact, correspond, and effectively present information and respond to questions from managers, employees, board of directors, auditors, and examiners
- Assist with preparation for compliance and BSA audits and exams
- Assist with compliance training needs for the Bank
- Complete certifications for different areas of the Bank, as needed
- Assist with referrals regarding questionable accounts and/or suspicious transactions while reserving judgement before conclusions are met
- Assist with ensuring all required communications are delivered to clients
- Correspond via phone, in person or in writing with staff members to gather information, evaluate situations, resolve problems and recommend solutions

- Take initiative in personal development plan to grow job specific skills and proficiencies
- Always maintain confidentiality
- Other duties as assigned

REQUIRED SKILLS

- Treats people with respect; works ethically and with integrity; accepts responsibility for own actions
- A self-starter with initiative and desire to learn
- Ability to work unrelated processes simultaneously
- Detail-oriented with high organizational skills
- Must be able to take direction and follow through on designated tasks
- Work under limited supervision and exercises good judgement within guidelines
- Ability to work collaboratively to reach mutual goals
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to communicate clearly, effectively, and professionally
- Ability to learn and interpret business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret instructions furnished in a variety of different formats
- Ability to write reports, business correspondence, and procedure manuals
- Ability to spell, proofread, and document information with precision
- Proficient in Microsoft Office - Word, Excel, and Outlook

QUALIFICATIONS

- Three years of related experience or the equivalent combination of education and experience
- Knowledge of banking concepts, audit functions, laws, rules and regulations
- Knowledge of banking products and services
- Knowledge of Federal Deposit Insurance Corporate Improvement Act (FDICIA) Compliance helpful but not required

WORK ENVIRONMENT

- Must be able to remain in a stationary position for extended periods of time
- Must be able to effectively and frequently communicate and exchange accurate information
- Must be able to constantly operate a computer - extensive keyboard operation is required
- Must be able to work in a branch environment with moderate noise levels and with frequent interruptions during the day while in close contact in small or large groups

This job description is subject to change at any time.