



## POSITION DESCRIPTION

<b>Position Title:</b>	Compliance Specialist	<b>Hours:</b>	40 Hours
<b>Reports To:</b>	Compliance and BSA Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Compliance and BSA		

## SALARY RANGE

The hourly range for this role is \$31.25 - \$38.46. The pay rate for the qualified applicant will be determined based on a variety of non-discriminatory factors. The factors may include, but are not limited to, job-related knowledge, skills, location, and experience. Specific roles may be eligible for performance-based incentive compensation, bonus, and/or equity awards.

## POSITION SUMMARY

The Compliance Specialist is responsible for compliance-related aspects and assistance in Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Asset Control (OFAC), and risk management for Commencement Bank. Compliance-related aspects include verifying bank compliance with laws, rules, and policies. 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
- Adheres to changes relating to regulatory, legislative, and technical aspects of the banking industry.
- Updates or assists in establishing policies, procedures, and risk assessments regarding compliance and BSA
- Assists with regulatory report filing; CTRs, SARs, and Designation of Exempt persons and ensures filings are completed within the prescribed timelines
- Uses reasoning, resources, and other information to document basis for conclusions to ensure compliance with laws, regulatory guidance, and best practices.
- Assists with maintaining the bank's BSA software program; alerts, due diligence (CDD & EDD), reports, scans, and other programs as needed
- Assists with preparation for Compliance and BSA audits and exams
- Assists with compliance training needs for the bank
- Completes certifications for different areas of the bank as needed
- Assists with referrals regarding questionable accounts and/or suspicious transactions and reserves judgement before conclusions are met
- Assists with ensuring all required communications are delivered to customers
- Corresponds via phone, in person or in writing with staff members to gather information, evaluate situations, resolve problems, and recommend solutions

- Presents information and responds to questions from managers, employees, board of directors, auditors and/or examiners
- Takes initiative in personal development plan to grow specific skills and proficiencies
- Maintains confidentiality in performing assignments relative to any information received directly or indirectly
- 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, PowerPoint, and Outlook

#### **QUALIFICATIONS**

- Three years of related experience or the equivalent combination of education and experience
- Knowledge of compliance banking concepts, audit functions, laws, rules and regulations
- Knowledge of banking products and services

#### **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.**

## **BENEFITS INFORMATION**

Commencement Bank strongly believes in the importance of investing in the health and welfare of its employees and their families. To extend our gratitude for the time and services they provide to our clients and communities, Commencement offers an exciting total rewards package including base salary and a comprehensive package of benefits.

Benefit eligibility begins the first day of the month following the date of hire for employees who are regularly scheduled to work at least 20 hours weekly. Eligible employees will receive benefit options including:

- comprehensive and competitive paid healthcare coverage (medical, dental, and vision) with discounted premiums for dependents
- 401(k)-retirement savings plan with employer match
- employee stock purchase program
- employee assistance program (EAP)
- life insurance
- long-term disability insurance
- flexible spending account
- voluntary benefit options
- tuition reimbursement
- paid parking
- vacation time and a personal float day
- vacation purchase option
- paid time off for illness, volunteerism, and holidays
- logo wear allowance
- employee celebration activities