



<b>Position Title:</b>	Compliance and BSA Manager	<b>Hours:</b>	Full Time
<b>Reports To:</b>	President and Chief Operating Officer	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Compliance		

### **SALARY RANGE**

The annualized salary range for this role is \$100,000 - \$135,000. 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 and BSA Manager is responsible for adherence to laws and regulations in BSA, AML, OFAC, Deposit Compliance, and Risk Management for Commencement Bank. BSA and Compliance-related aspects of the bank include but are not limited to; availability holds, credit reporting, CTR's, SAR's, policies, procedures, risk assessments, certifications, and training. The Compliance and BSA Manager will remain abreast of changes in the regulatory environment by attending webinars, conferences, or other training annually. The Compliance and BSA Manager models and exemplifies the extensive expertise of Commencement Bank employees and holds themselves and department staff to the highest level of confidentiality and integrity. 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.

The Compliance and BSA Manager is a leadership role within the Bank. A qualified candidate will have extensive expertise in this role and will possess strong leadership abilities in effective communication, accountability, self-awareness, organization, honesty, and integrity.

By discretion of the CEO and/or President and COO, the Compliance and BSA Manager may be eligible for AVP, VP, or SVP title.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assures compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable.
- Follows all BSA/AML/OFAC guidelines and completes annual training as assigned
- Coordinates and oversees an effective Bank Secrecy Act/Anti-Money Laundering/OFAC Compliance Program that follows current industry best practices, regulatory guidance, and requirements.
- Develops, implements, administers, and enhances the BSA/AML/OFAC/USA Patriot Act monitoring systems to ensure that appropriate parameters are in place to identify suspicious and/or fraudulent activity.
- Establishes and maintains an effective CDD/EDD risk rating and monitoring program to include initial and ongoing assessments, and reviews and analyzes unusual account activity.
- Establishes and maintains appropriate SAR investigation, reviews and reports processes that promote consistent decisions; adequate investigation and research; and completes detailed documentation.

- Adheres to and exemplifies changes related to regulatory, legislative, and technical aspects of the banking industry.
- Updates and/or establishes and communicates policies, procedures, and risk assessments regarding Compliance and BSA.
- Ensures regulatory reports and filings are completed within the prescribed timelines; CTR's, SAR's, Designation of Exempt persons, etc.
- Oversees internal and external audits for Compliance and BSA. Interacts with auditors and regulators as needed.
- Ensures Compliance and BSA training needs are met for self and department and partners with Training department to ensure bank-wide Compliance and BSA training is completed with in-person or e-learning courses.
- Oversees and contributes to Loss Prevention Committee and reviews questionable accounts and/or suspicious transactions or activity with the ability to reserve judgement before conclusions are met.
- Oversees and contributes to Compliance Committee. Oversees Compliance certifications in partnership with department managers.
- Engages in various committees and board meetings, when needed. Participates and contributes to Information Technology Steering Committee.
- Creates business cases, participates in vendor selection, and manages the subsequent implementations as appropriate.
- Possesses extensive knowledge of banking operations and the intricacies of the relationships this area has with other bank departments (i.e.: retail, deposit operations, etc.).
- Ensures all required communications are delivered to customers within timeframes established.
- Partners with Marketing department to review advertisements for compliance and/or discusses compliance aspects of Bank marketing campaigns.
- Responsible for complaint documentation and resolution, and compliance oversight of availability holds, new products and/or services.
- Maintains a collaborative working relationship with all other departments and key stakeholders.
- Provides guidance and training for staff in making decisions based on the balance of risk and service.
- Interviews, hires, and conducts staff performance reviews as needed. Fosters a culture of learning and development.
- Exemplifies continuous personal development in leadership, product knowledge, and industry knowledge.
- Always upholds and maintains confidentiality with a sharing of knowledge on a need-to-know basis only.
- Performs other duties as assigned.

#### **REQUIRED SKILLS**

- Proficient in Word, Excel, Adobe, Microsoft Teams, and SharePoint
- Proven ability to use reasoning, resources, and other information to document basis for conclusions to ensure compliance with laws, regulatory guidance, and best practices.
- Treats people with respect; works ethically and with integrity; accepts responsibility for own actions.
- Proven ability to professionally and effectively communicate and present information, and respond to questions from managers, employees, Board of Directors, auditors, examiners, and law enforcement agencies.

- Ability to learn and interpret business periodicals, professional journals, technical procedures, and complex regulatory guidance.
- Ability to learn and interpret audit reports and findings and create appropriate policies and/or procedural changes.
- 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.

#### **QUALIFICATIONS**

- Requires 10+ years' banking experience with a focus in compliance or the equivalent combination of education and experience
- Thorough knowledge of retail banking, deposit and loan operations, and wire functions, including banking products and services
- Thorough knowledge of compliance banking concepts, audit functions, laws, rules, and regulations
- High school diploma 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

#### **TRAVEL**

- Occasional travel to conferences or retail branches may be required

**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