

Bank Secrecy Act (BSA) Assistant

Location: Cassville, MO

Department: Compliance/BSA

Reports to: BSA Officer

Hours: Full-time, Monday-Friday

Job Summary:

The Bank Secrecy Act (BSA) Assistant is responsible for providing operational support to the BSA officer and to the department. This position will assist with the implementation of the Bank's BSA compliance programs and help maintain and review the Bank's BSA, Anti-money Laundering, and OFAC monitoring system to ensure that it has appropriate tools to identify suspicious or fraudulent activities.

Essential Job Functions:

1. Daily monitoring, review and analysis of various reports and software programs.
2. Monitor transaction data to identify trends and unusual activity.
3. Monitor large currency activity and Enhanced Due Diligence daily.
4. Provide research support to the BSA Officer.
5. Assist in development and implementation of BSA, AML, and OFAC regulations, policies and procedures for all branches.
6. Assist in reviewing new customer CIP compliance and monitoring high risk customers.
7. Reviews exemption requests and performs annual reviews.
8. Maintains proficient knowledge of the BSA rules and regulations.
9. Assist in answering questions from other departments regarding BSA/AML/CIP/OFAC.
10. May be assigned to special projects.
11. Other duties that may be assigned by the BSA Officer.

Job Requirements:

- 1-2 years previous BSA or banking experience preferred
- Detail oriented and very accurate in the performance of duties
- Self-starter who is organized, efficient, and has good time management skills
- Ability to multitask
- Team player willing to assist in other areas when needed
- Excellent oral and written communication skills
- Ability to read, write, type, see, hear, speak, or otherwise communicate in English
- Good work habits and attendance and ability to follow policies and procedures.

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Physical & Environmental Conditions:

- This position exists in an office environment requiring the individual to perform normal activities including, but not limited to, lifting, filing and retrieving, operating office equipment, etc.
- Must be able to remain seated for long periods of time.
- Must be very mobile because records and various machines and equipment used may not always be close at hand.

Working Relationships:

- All bank management and associates
- Customers and potential customers (in person and by phone)

Education:

- A high school diploma or equivalent required.
- An associate or bachelor's degree is preferred.

Supervisory Responsibilities:

- Does not normally supervise subordinates.

Note: This position description is intended to describe the nature and level of work performed by the associate assigned to this classification. It is not an exhaustive list of all responsibilities, duties, skills required for associates in this classification.