

# First Bank of Highland Park

<b>Date</b>	2-27-2020	<b>Requisition Number</b>	2020 - 06
<b>Position</b>	BSA / Compliance Analyst		
<b>Department</b>	Enterprise Risk Management		
<b>Reports To</b>	Assistant Vice President/Sr. Compliance/Risk Officer & Assistant BSA Officer		
<b>Basic Function</b>	Responsible for working closely with members of the Enterprise Risk Management Department to develop, administer and maintain effective Bank Secrecy Act (BSA) and Consumer Compliance programs in accordance with applicable laws, guidelines and regulations.		
<b>Essential Duties</b>	<ol style="list-style-type: none"> <li>1. Work closely with the Bank's BSA and Compliance Officers to perform, monitor and maintain specific aspects of the compliance programs, including: <ul style="list-style-type: none"> <li>• BSA and Consumer Compliance program</li> <li>• BSA and Compliance risk assessments</li> <li>• Compliance monitoring and testing programs</li> <li>• Fraud detection and monitoring process</li> <li>• Vendor Management program</li> <li>• Results of internal and/or external audits for BSA and Consumer Compliance related issues to ensure timely and accurate responses and remediation</li> </ul> </li> <li>2. BSA Data Analysis: <ul style="list-style-type: none"> <li>• Review and analyze data on BAM+/Verafin</li> <li>• Assist with BSA alerts and CDD reviews</li> <li>• Assist with CTR and SAR review process</li> <li>• Assist with FinCEN E-Filing process</li> <li>• Assist with BSA monitoring</li> </ul> </li> <li>3. Fraud Detection: <ul style="list-style-type: none"> <li>• Review and analyze Fraud alerts</li> <li>• Assist with Fraud process implementation and review</li> <li>• Assist with Fraud monitoring and reporting</li> </ul> </li> <li>4. Vendor Management: <ul style="list-style-type: none"> <li>• Assist with managing vendor records on Venminder (vendor management software)</li> <li>• Assist vendor managers in managing their vendor relationships and conducting reviews</li> <li>• Confirm all due diligence documents are gathered and reviewed, and risk assessments are completed accurately for each vendor, based on review schedules in the vendor management policy</li> </ul> </li> <li>5. Additional Departmental Responsibilities such as: <ul style="list-style-type: none"> <li>• Attend applicable regulatory training, seminars and conferences to maintain regulatory consumer compliance knowledge</li> <li>• Determine effects of BSA and consumer protection laws and regulations on Bank policy, procedures and practices</li> <li>• Implement changes to Bank policy, procedures and practices to ensure compliance with BSA and consumer protection laws and regulations</li> <li>• Inform Bank management and lines of business regarding changes to Federal and State regulatory law</li> </ul> </li> </ol>		

# Website Job Posting

	<p><b>NONESSENTIAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent research and analytical skills</li> <li>• Highly organized and capable of dealing with multiple duties/projects simultaneously</li> <li>• Strong written and verbal communication skills</li> <li>• Detail oriented with ability to work independently</li> <li>• Excellent teamwork, interpersonal and conflict resolution skills</li> <li>• Ability to think strategically and develop a detailed understanding of applicable products</li> <li>• Excellent knowledge of BSA/AML and Consumer Protection Regulations</li> <li>• Knowledge of Verafin software a plus</li> <li>• Knowledge of Venminder software a plus</li> <li>• Knowledge of Fiserv Premier software a plus</li> </ul>
<b>Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Economics, Finance, Business Management, related field or equivalent</li> <li>• Prior Financial Services experience in a corporate services support role (Compliance, Audit, Risk, etc.) helpful</li> <li>• At least 5 years prior BSA/Compliance experience</li> <li>• ACAMS/CRCM Certifications or progress toward a plus</li> <li>• Prior Fraud detection and prevention experience helpful</li> <li>• Prior Vendor Management experience helpful</li> </ul>
<p><b><i>To Apply: Send email with attached resume to <a href="mailto:careers@firstbankhp.com">careers@firstbankhp.com</a>. Please reference Job Code 2020 – 06.</i></b></p>	