

Employment Opportunities



POSITION: BSA/Risk Manager

REPORTS TO: CEO

CLASSIFICATION: NON-EXEMPT

SUMMARY:

The Compliance or Bank Secrecy Act (BSA) Officer implements and manages the compliance program for the credit union; identifies and mitigates compliance risk, within each of its operational units, for federal and state credit union laws or regulations. The Compliance Officer serves as the BSA Officer of the credit union.

SECURITY:

- Generate, review and maintain proper supporting documentation for BSA activities. Investigate, verify and process all CTRs and SARs in compliance with Federal Law and regulations. Manage the evidence and collection of information process required for possible prosecution.
- Review and respond to system and manual fraud alerts; intercept the fraud before it occurs; or mitigate its occurrence.
- Monitor electronic fund transfers and wires; cash deposits, currency transaction reports and any other modes of deposit or of withdrawals to detect questionable patterns of activities to prevent fraud or subsequent action of the credit union.
- Review reports for potentially fraudulent transactions; manage calls with fraud issues from operational departments; investigate leads from internal and external sources with proper follow-up and documentation.
- Assume responsibility for reviewing and for updating security and fraud prevention policies.
- Conduct risk assessments of all areas and maintain risk assessment program.
- Report any significant policy violations or criminal acts as appropriate.
- Report monthly SAR filings to CEO.
- Assist with the maintenance of the Customer Identification Program (CIP) program to ensure compliance with the USA Patriot Act, BSA regulations and the use of related tools to prevent fraud and identity theft losses.
- Provide input on the thresholds used in the Risk Management Database to ensure that the database is effective in providing only those situations that are truly suspicious.
- Review Risk Management database reports for compliance and fraud prevention; report all suspicious activities.
- Responsible for compliance of FinCen regulation part 314A. Run a data match query for every file received and respond by the deadline if there are any matches.
- Admin for Verafin and FIS (OFAC).
- Perform overrides for OFAC matches.
- Act as liaison between Scient and local law enforcement to report suspicious persons and document crimes against the institution.
- Oversee vendor management program.
- Ensure employees receive training on topics such as robberies and active shooters on a regular basis.

RISK:

- Participate in developing and in evaluating both short and long term strategic goals and objectives for the credit union to reduce its risks.
- Develop and maintain tools or methodologies for risk analysis.
- Develop and maintain the security programs of the credit union; develop safety and response training for staff.
- Investigate all security breaches of facilities, financial data, account information of members, or other areas.
- Investigate all instances of fraud and of forgery; attend meetings to update staff of the most current fraud and scam alerts.
- Serve as a liaison with law enforcement officials for physical security breaches, safety emergencies, and robberies; fraud, forgery, or other criminal cases.

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- Enhance risk models and tolerances used by departments to monitor and to control risks.
- Review policies and procedures of the credit union, and provide recommendations for embedding risk management policies or procedures across the organization.
- Review all contractual agreements for compliance and for disclosures; resolve and represent the credit union in contractual breaches, modifications, and terminations.
- Prepare risk management reports for the senior management team and the board of directors.

COMPLIANCE:

- Analyze, interpret, and work with the lines of business to implement federal and state laws, regulations and other regulatory guidance.
- Coordinate annually with the training department and business line executives for compliance training plans for all associates of the credit union based on job functions.
- Chair the compliance committee to share information of regulation changes and risks identified through compliance monitoring reviews.
- Assume responsibility for coordinating and for managing compliance with Bank Secrecy Act, USA Patriot Act, Office of Foreign Assets Control (OFAC), and all other applicable laws. Provide hands on assistance and supervise the BSA Analyst.
- Implement quantifiable risk assessments for all regulations, which include BSA, Anti-Money Laundering (AML), and OFAC.
- Remain current of legal and of regulation requirements. Communicate any changes or new regulation requirements to the appropriate staff.
- Develop curriculum and training plans for BSA, AML, and OFAC. Administer specialized training presentations to all employees and board of directors.
- Suggest changes for policies or for procedures to management, which facilitates the compliance program of the credit union.
- Serve as a compliance resource to all employees and all departments, regarding policies and procedures.
- Assist with creating or revising forms and products to ensure compliance with regulations.
- Oversee compliance audits, and present summary reports to management.
- Assist compliance examiners and provide the necessary information to complete their examinations.
- Provide professional, efficient communications to all departments to promote teamwork and high-quality service to membership.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business related field, with five to seven years of experience in a financial institution setting specifically in the areas of BSA and Compliance, or equivalent combination of education and of experience.
- Juris Doctor (JD) or Bank Secrecy Act Officer Certification is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of credit union operations, policies, procedures, and related regulations.
- Possess basic computer skills with some experience in Word, Excel, and Outlook.
- Ability to effectively prioritize multiple projects and demands.
- Possess excellent organizational and interpersonal skills.
- Possess excellent communication skills, both verbal and written.
- Normal office environment with little physical discomfort due to temperature, noise, and dust.
- Reasonable accommodations may be made to enable individuals, who have disabilities, to perform the essential functions.

TO APPLY:

Please send your resume to careers@scientfcu.org.

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