

# Compliance Lead

The Compliance Lead will collaborate with Compliance Manager in assessing all policies and procedures in accordance with all banking regulatory and statutory requirements. This individual will identify potential areas of compliance vulnerability and risk and provide general guidance as a Lead to Compliance employees.

This position will assist in coordinating with other departments, including but not limited to Lending, Operations, Internal Audit, and Information Technology in order to support the management of compliance efforts. Strong analytical skills, organizational skills, the ability to work independently and professionally, develop processes and procedures, investigative skills to solve problems that may arise and to communicate well at all levels is required in this position.

Citizens Alliance Bank is a great place to work with competitive wages and benefits. We are customer driven and community focused in all of our locations.

## Accountabilities

- Adhere to all the Bank's policies, procedures, laws, rules and regulations that are applicable to the position.
- Under the direction of the Compliance Officer this position will maintain, and revises procedures and resources for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Assist with periodical compliance reviews and updates guidance for the adherence to all regulatory and statutory requirements in order to ensure continuing relevance in providing guidance to management and employees.
- Collaborates with other departments (e.g., Lending, Operations, Internal Audit, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future under the guidance of the Compliance Officer.
- Communicates recurring or serious issues to the Compliance Officer.
- Maintain a high level of professionalism in a busy environment with the ability to be highly accurate.
- Serve as a compliance resource for the Compliance Specialists.
- Upholds complete confidentiality of information processed.
- Ability to read and understand complex documents, manuals and reports.
- Collaborate with the Compliance Officer and Compliance Specialists in compiling reports, work papers and committee presentations.
- Ability to establish priorities, work independently and proceed with job duties without immediate supervision.

- Takes the lead for adherence to all compliance programs, including but not limited to completion of all required and assigned training modules by established due dates.
- Maintain an excellent working knowledge of current banking, finance, lending and operational issues to ensure compliance with banking laws and regulations.
- Takes the lead in encouraging, modeling and contributing at a high level in a team-oriented and collaborative environment to improve the analytical and reporting processes.
- Performs job accountabilities with a high level of accuracy and timeliness.
- Adherence to all BSA/AML Laws, Regulations and Compliance will be required in this position.
- Physical presence in the bank is required.
- Perform other duties as assigned and requested.

## Job Specifications

Attributes of the successful candidate will include high level of professionalism, the ability to work independently, strong organizational skills and a keen eye for detail. This position will need to be able to maintain a high level of focus and accuracy in a fast paced environment. Strong communication and time management skills are required of this position.

## Job Qualifications

### **Education:**

- High School diploma or GED.
- Continuing Education in order to maintain job knowledge is required.

### **Experience:**

- Three to five years of banking experience is required.
- Three to five years of customer service experience is preferred.
- Proficiency in Microsoft Suites is preferred.

Salary will be based on qualifications. Citizens Alliance Bank offers a competitive benefits package.

Citizens Alliance Bank is an Equal Opportunity Employer of Protected Veterans and Individuals with Disabilities.