

Compliance Specialist I

The Compliance Specialist I is a member of a coordinated team assisting with implementing and maintaining the Bank's compliance program to ensure conformity and adherence with all applicable federal and state banking laws, regulations, and statutory requirements.

The Compliance Specialist I is responsible for assisting in the development and maintenance of the Bank's compliance policies and programs and will assist in implementing the required monitoring, training and controls. The Compliance Specialist I will work with direct supervisor to ensure that all legal and regulatory requirements are followed.

This position requires 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.

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

- Assist in the further development of the Bank's lending compliance program.
- Serve as a compliance resource for all departments, answering questions and researching issues.
- Ability to read and understand complex documents, manuals and reports.
- Create and maintain compliance procedures, forms, manuals and systems, under the direction of the Compliance Manager.
- Assist with identifying areas of compliance vulnerability and risk.
- Ability to establish priorities, work independently and proceed with job duties without immediate supervision.
- Responsible 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 and finance lending issues to ensure compliance with the laws and regulations governing financial institutions.
- Encourage, model and contribute at a high level in a team-oriented and collaborative environment to improve the analytical and reporting processes.
- Effectively communicate with all department and branch location personnel.
- Perform job accountabilities with a high level of accuracy and timeliness.
- Adhere to and comply with all applicable, federal and state laws, regulations and guidance, including those related to AML, as well as, adhere to the Bank's policies and procedures.
- Demonstrate a strong commitment to customers and the Bank.
- Uphold complete confidentiality of information processed.
- Maintain a determined level of personal production and actively pursues better, more efficient ways of performing the job duties of the Compliance Specialist I.

- Perform as a team member in allocating and coordinating the workflow.
- Physical presence in the bank is required.
- Perform other duties as assigned and requested.
- Adherence to all BSA/AML Laws, Regulations and Compliance will be required in this position.

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.
- A degree or certificate in Business Administration, Finance, or related field of study or equivalent experience is preferred.
- Continuing Education in order to maintain job knowledge is required.

Experience:

- Two to five years of banking experience is preferred.
- Two 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.