



Bank Compliance Officer

The bank compliance officer is a critical role to the ensuring the Bank operates in a safe and sound manner, while protecting its consumers. The role requires extreme attention to detail, reporting, testing, corrective action, and project management skills. In addition, a successful bank compliance officer must continually evaluate through testing and research the bank's policies and procedures to ensure compliance of state or federal banking and consumer protection laws.

Essential Duties and Responsibilities of a Bank Compliance Officer

The primary responsibility of the Compliance Officer is to establish and maintain the Bank's Compliance Management System (CMS) that is demonstrated throughout all levels of the organization.

To do, so the successful candidate will

- Possess expertise in Banking Consumer Protection Law and Regulations, specifically in the area of Mortgage, Fair Lending, and Depository Services.
- Have a working knowledge of Bank Secrecy Regulations, Fair Credit Acts and Anti-Money Laundering Laws.
- Be accountable to ensure that the bank's policies and procedures comply with all rules and regulations associated with mortgage and consumer lending and depository services.
- Research topics regarding banking rules and regulations and oversee needed changes to polices and/or procedures;
- Implement and manage new rules and regulations when they are passed by state or federal governing bodies;
- Have expert knowledge in and enforce public interest and consumer protection laws;
- Offer advice to the Executive Management on compliance-related topics;
- Provide regular training for newly hired employees, banking staff, and Board of Directors, particularly when any state or federal laws change.
- Initiate investigations when possible when non-compliance takes occurs within the institution to determine the root cause and corrective action;
- Coordinate Examinations and Audits, while also providing support and assistance to outside auditors/examiners when necessary
- Lead and conduct testing of processes and procedures related to Consumer Compliance as well as other Quality Control practices and standards.
- Report findings to Management and the Board of Directors' Audit Committee.
- Confirm corrective actions are taken to promptly address testing, audit and exam findings; and
- Other duties and responsibilities as needed.

Main Office
9494 Wedgewood Boulevard
Powell, Ohio 43065

(614) 796-4747
Toll Free: (844) 225.9265
www.JoinBSB.com





Required Knowledge, Skills and Abilities

Keen analytical skills
Detail oriented
Basic working knowledge of all banking functions
Experience with testing, corrective action plans, management reporting;
Excellent research skills
Strong written and verbal communication skills.
Ability to operate computer systems freely to maximize automation of processes
Demonstrate the highest ethical standards in order to properly execute the duties of a compliance officer.

- **Education and Experience**
Undergraduate 2 – 4 year college degree
- 3 to 5 years of direct experience as a Bank Compliance Officer
- 1+ years of project management experience
- Advanced computer skills with Microsoft Office

Benefits Include:

- Medical, Dental, Vision Plans
- Paid Time Off
- Company Paid Life insurance
- Company Paid Short and Long Term Disability
- 401K with employer match

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