

BSA Analyst

Posted: 10/24/2024

Job requirements

Education: Bachelor's Degree or equivalent education and work experience

Experience Desired: 5 years banking experience; 3 years of which in BSA/AML-related role

Pay Range: Commensurate on Experience

Immediate Supervisor: Manager, BSA

Employment Status: Full or Part Time

Shift Hours: Monday – Friday: 8:15am - 5:00pm

Location: 1226 W Jefferson St., Shorewood, IL 60404

Summary objective of the job:

This is not a remote or hybrid position. Under the direction of the Manager, BSA, the BSA Analyst will play a critical role of completing ongoing reviews of medium and high-risk customers, managing AMS alerts, and assisting in regulatory reporting, ensuring adherence with regulatory requirements, CDD/EDD/KYC principles, and the Bank's BSA Policy & related procedures.

Job Duties

- Perform and document ongoing enhanced due diligence (EDD) reviews for medium and high-risk accounts, including monitoring for customer compliance with regulatory requirements and Bank Policy and procedures.
- Periodically assist in initial review of new medium and high-risk accounts, including cash-intensive businesses and money service businesses (MSBs).
- Lead suspicious activity investigations arising from AMS alerts, internal and external referrals, and law enforcement requests.
Prepare Suspicious Activity Reports (SARs) within required timeframe. Escalate to the Manager, BSA and/or VP, BSA/Compliance for approval and submission to FinCEN.
- Prepare and/or serve as secondary reviewer of Currency Transaction Reports (CTRs).
- Assist in departmental quality control measures (i.e., dual control measures, etc.).
- Assist BSA Department with 314(b) collaborations.
- Develop, improve, and maintain Bank questionnaires, checklists, and tracking systems.
- Contribute in team meetings and share ideas and help develop solutions designed to achieve departmental goals.
- Be an active participant in policy, procedure, and process improvements.
- Perform various other duties as assigned.

Qualifications

- Energetic and positive attitude, with a focus on internal and external customer service and continuous learning.
- Bachelor's Degree in Business, Accounting, Finance or related field, or equivalent combination of education and work experience in a BSA/AML-related role within a financial institution.
- Minimum 5 years banking experience; 3 years of which in a BSA/AML-related role.
- Solid understanding of BSA/AML/OFAC regulations and principles, including CIP, KYC, CDD, EDD, and USA PATRIOT Act.
- Experience with filing Currency Transaction Reports (CTRs) and Suspicious Activity Reports (SARs).
- Certified Anti-Money Laundering Specialist (CAMS) certification preferred.

- Experience with Verafin AMS preferred.
- Experience with Money Service Businesses (MSBs) preferred.
- Proficiency in Microsoft Word and Excel.
- Strong attention to detail.
- Ability to multi-task, prioritize and work efficiently in a fast-paced, deadline-driven environment.
- Excellent communication skills with all staffing levels and clients/customers.
- Must handle confidential information appropriately.
- Must be able to work independently, as well as part of a team.
- Must continuously strive to expand proficiency and knowledge within the BSA/AML field by completing training courses.

Benefits:

- **Benefits will vary based on part-time or full-time position.**
- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

If you are interested in applying for this position, please email your resume to Matt Bibo - mbibo@peoplefirstbank.com.