



Title: BSA Specialist

Department: Compliance

Overview:

Assist in maintaining the compliance of Metro City Bank policies to banking laws and regulations through regular reviews of procedures and practices.

Essential Duties:

- Analyze cash transactions
- Review large transaction reports
- Prepare Currency Transaction Reports
- Assist with bi-weekly FinCEN 314(a) searches
- Review / Monitor CIP Exceptions
- Assist in other BSA/AML or compliance projects as needed
- Perform all duties in compliance with BSA/AML regulations and requirements
- Monitors and reports suspicious activity to the BSA Officer

Basic Qualifications:

- Associate's Degree or equivalent work experience
- Minimum of two years banking experience
- Software skills including Microsoft Office, Adobe, Internet, and Email

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

AAP/EEO Statement:

It is the policy of Metro City Bank to continue to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other protected characteristic.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in this position, and meet the basic qualifications, please submit your resume to career@metrocitybank.bank. Please Include BSA Specialist in the subject line.