



Position Title: Compliance Analyst

Reports To: Director of Compliance

FLSA Class: Exempt

Position Summary:

Responsible for assisting the Director of Compliance in the implementation and maintenance of the Bank's Compliance Risk Management Program. Responsibility for ensuring compliance by The Brand Banking Company and its subsidiaries with all federal and state laws and regulations covering consumer compliance. These include federal regulations governing lending and deposit activities as well as CRA, HMDA and fair lending. This position has authority to assess procedures and activities to ensure they are in compliance with regulations and make recommendations for correction as needed.

Essential/Primary Job Functions:

- Primarily responsible for assisting the Director of Compliance in the implementation and maintenance of the Bank's Compliance Risk Management Program.
- Responsible for assisting the Director of Compliance in the development and management of the compliance processes of the Bank. These processes would utilize regulatory Compliance Risk Management principles.
- Performs on-going compliance and fair lending monitoring, periodic reviews/audits and compliance testing of branches, departments and products of the bank as specified in the bank's Compliance Risk Management Program and based on the Bank's Compliance Risk Assessment providing written and oral reports to management.
- Responds to requests for interpretation or advice from operational units regarding compliance issues.
- Assists in the dissemination of compliance information and revising bank's policies and procedures as needed.
- Assists in training and advising staff regarding new and existing compliance laws and regulations and how their job responsibilities assist in the bank's compliance.

- Assists with preparation for audits and examinations, and exception tracking and follow up.
- Review and approval of Advertising, Marketing and Bank disclosure for compliance with Advertising regulations.
- Testing and Auditing of adherence to Flood Disaster Regulations, FCRA, Funds Availability, TRID, and other necessary regulations.
- Review Deposit disclosures when applicable for compliance with truth and savings regulations.
- Monitors proposed, newly implemented and changes to existing laws and regulations.
- Ensures that policies are properly administered and procedures are followed.
- Special projects and other duties as assigned.

Job Requirements for Essential/Primary Job Functions:

- Demonstrated ability to organize and plan.
- Demonstrated ability to identify priorities.
- Ability to work independently.
- Exceptional oral and written communication skills (clear, concise, correct).
- Ability to interact with all levels of staff and management.
- Attentive to deadlines and detail.
- Effective decision-making and problem-solving skills.
- Ability to take initiative and demonstrate creativity and innovation.
- Assist Training Administrator on company-wide compliance training programs.

Compliance Accountability:

- Responsible for compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.
- Responsible for maintaining a working knowledge of all compliance regulations pertinent to your assigned duties by successful completion of any courses assigned on a timely basis.
- Responsible for participating in BrandBank's community development program at least one day each year.
- Responsible for adherence to BrandBank's Code of Professional Ethics and Conduct as well as observing and promoting compliance with the Code among fellow bank personnel, customers and vendors.

Education/Work Experience:

- Five or more years of compliance experience is required.
- Auditing experience in banking is preferred.



- Thorough knowledge of all applicable federal and state banking laws and regulations is required.
- Bachelor's degree.
- Must have strong personal computer (e.g. Microsoft Excel) and communication skills.

BrandBank is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.

[Apply Here](#)