

HW3946 - BSA Specialist (EEO/F/M/Veteran/Disabled)

The BSA Specialist assists the BSA Officer with core functions of the BSA/AML/OFAC and Red Flag Identity Theft program. Perform daily functions of the BSA Department including monitoring customer activity & alerts, wire transfer imports to FCRM software, BSA Risk Rating, and adhering to all BSA Compliance.

Essential Functions – BSA Specialist

1. Daily Research, monitor and resolve all types of fraud alerts through FCRM (AML Manager and AML Fraud Manager Software)
2. Daily Log & Review all wire transfers into Excel spreadsheet then import into FCRM program.
3. Daily perform BSA Enhanced Due Diligence through monitoring of various customer transaction reports.
4. Daily review CASH activity through FCRM.
5. Semi-monthly perform regulatory reporting requirements as instructed by BSA Officer.
6. Monthly obtain various BSA reports for review through Business Analytics Software including BSA Risk Rating, missing TINs and NAICS codes.
7. Monthly compile wire activity report for BSA Officer.
8. Monthly review, update, & scan BSA Risk Ratings for all expired customer base.
9. Quarterly complete various BSA activity reports for BSA Officer.
10. Quarterly complete internal CIP audit, Foreign customer audit, and high risk customer audit. Report and resolve all findings to BSA Officer.
11. CTR filings through BSA e-filing as instructed by BSA Officer.
- 12.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7
Contact becky.litsky@piedmont.bank for application, voluntary Self-Identification and Self-Identification Disability forms.