



## **Compliance Specialist – Watkinsville**

Come join our Team and help us mark the lives of others! We are looking for a Team Member to assist and support in our Compliance Department. This position is primarily responsible for assisting the Bank Secrecy Act/Compliance Officer in administering various aspects of the compliance program, including conducting monitoring reviews to ensure compliance with Bank policies and procedures, and to ensure maintenance of adequate internal controls. Assists with the collection and analysis for the Bank's, BSA, Compliance and Community Reinvestment program. This position reports to the Compliance Officer.

### **Experience and Skills**

At least one year of experience in the following:

Loan Compliance (preferred)

HDMA filing (required)

TRID reviews (required)

### **Schedule**

This is an hourly, non-exempt position and will average 40 hours per week.

Candidates must be available during the following hours

Monday – Friday 8:00am – 5:00pm

### **Job Requirements**

Applicants must have at least a High School diploma or equivalent.

A credit check and criminal background check is required.

Applicants with a valid driver's license preferred.

Please apply on our [careers page](#).

***We are an Equal Opportunity Employer.***