



DEPOSIT & TRUST COMPLIANCE SPECIALIST

GRIFFIN

United Bank is a growing 114 year old \$1.3 billion Community Bank that proudly provides Signature Service to our customers in 18 locations in 11 counties throughout Middle Georgia.

Job Summary

Reviews and monitors bank deposit policies and procedures to ensure compliance with State and Federal banking regulations and the bank's compliance program. Responsible for reviewing various departments and conducting compliance audits to ensure the integrity of the Bank's internal controls as it relates to deposits and trust. Women and Minorities are encouraged to apply.

Job Functions

- Review bank forms and disclosures to ensure that they comply with applicable laws and regulations. Notes, reports, and tracks exceptions to compliance and bank policy and procedure.
- Perform follow up reviews, when necessary, to ensure all recommendations or weaknesses have been addressed.
- Perform periodic reviews for compliance of the following areas of the Bank:
- Assist in the development of deposit policies and procedures as warranted.
- Review new account files for documentation exceptions.
- Ensure enhanced customer due diligence procedures are being followed appropriately.
- Update CIP procedures as warranted to align with bank policy.
- Prepare and present a summary of findings to the Compliance Officer related to compliance audits.
- Analyze account data and make decisions regarding customer accounts.
- Periodically correspond with customers regarding decisions on their accounts.
- Prepare reports to be sent to Senior Management on a monthly basis.
- Conduct annual ID Theft Risk Assessment annually.
- Develop, conduct, and participate in training as warranted.
- Assist with compiling examination request items for examiners.
- Work closely with other departments within the bank to gather information for periodic review.
- Ensure that the Bank's Trust department is within compliance of all federal and state regulations.
- Field compliance and operational questions from the various departments and branches.
- Maintain a working knowledge of all bank policies and procedure regarding compliance and internal control.
- Maintain a working knowledge of all applicable state and federal regulatory and compliance laws and regulations, including but not limited to the Bank Secrecy Act.

Requirements

- High School Diploma or equivalent.
- Ability to demonstrate problem solving skills.
- Ability to deal tactfully with all levels of management and personnel.
- Strong verbal and written communication skills and demonstrated capability to work in a TEAM atmosphere with moderate supervision.

United Bank provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veterans status, disability unrelated to job requirements, genetic information, military service, or other protected status. Please apply online at www.accessunited.com , select the Careers link at the bottom of the page.