

Compliance Officer

Westside Bank

Hiram, GA.

Responsible for ensuring Westside Bank is in compliance with laws and regulations. Includes working with the Board of Directors, bank management and external auditors to manage compliance.

Responsibilities

Perform all functions related to the Compliance Officer role including management of the compliance program and training of personnel.

Create and update Compliance programs, policies, procedures and risk assessments.

Keep informed of pending industry changes, trends and best practices and assess the impact of these changes on the bank.

Interpret and implement changes in laws and regulations by designing written procedures and conduct training with appropriate personnel.

Advise internal management on proposed regulatory changes.

Monitor and correct compliance systems to ensure effectiveness.

Perform detailed compliance reviews/audits of all areas including BSA, deposit and loan regulations. Present a management report based on findings to the Audit Committee on a quarterly basis.

File appropriate compliance reports with regulatory authorities.

Serve as Compliance liason with regulators and external auditors.

Maintain documentation of compliance activities, such as complaints and investigation outcomes.

Monitor accounts for suspicious activity.

Monitor and review Money Service Business accounts, audits and licensing.

Experience and Skills

Indepth knowledge of loan compliance regulations

Indepth knowledge of deposit compliance regulations

Indepth knowledge of BSA/AML and other applicable rules and regulations.

Analytical skills to identify and correct deficiencies and incorporate complex regulatory requirements to current processes.

Must be able to work independently with little supervision.

Must be flexible, articulate, punctual, dependable and able to multi-task.

Must be a team player and work well with other employees.

Excellent verbal and written communication skills.

Apply

[Please forward resume to rthomas@westsidebank.net](mailto:rthomas@westsidebank.net)