



## **BSA Specialist**

First IC Bank is seeking a new member of our **Compliance Department in Norcross, GA!** We are a fast growing, local community bank serving the local community for past 20 years! We are looking for another caring individual to join our team!

\*\*\*Competitive Benefits Package! Employer sponsored medical, dental, vision insurance and 401K with an employer match!\*\*\*

### **POSITION SUMMARY:**

The BSA Specialist under the guidance of the BSA/AML Officer, will be responsible for monitoring the AML software alerts, performing enhanced due diligence on customers, reviewing CIP information, and assisting other areas of the Bank with BSA/AML or OFAC issues.

### **Essential Duties, Responsibilities & Accountabilities**

- Reviewing CIP information
- Review and mitigate any BSA/AML and Fraud alerts, conduct appropriate investigations and make a determination on the disposition of the alert
- Conduct new account due diligence reviews and open investigations when appropriate
- Identify and make decisions regarding when suspicious activity investigations should be conducted.
- Complete daily Currency Transaction Reports (CTRs)
- Upload the 314a listing and any provided list from other business units
- Report any watch list or OFAC matches to the BSA/AML Officer
- Prepare reports on BSA/AML issues as requested by the BSA/AML Officer
- Assist the BSA Specialist as needed and provide guidance whenever necessary
- Assist in providing reports and documentation for Audits, Regulatory Exams and management

Other duties as assigned by the BSA/AML Officer

### **Skills & Competencies**

#### **Required Skills:**

- Proficient in the use of PC software including Microsoft Office Suite
- Strong organizational skills and effective time management
- Ability to work independently with limited supervision
- Excellent oral, written communication and presentation skills
- Detail oriented
- Ability to multitask
- Strong analytical skills
- Ability to assume additional tasks and responsibility as assigned by management



#### Desired Skills:

- Experience with Patriot Officer AML Software
- Strong knowledge of FFIEC BSA/AML and OFAC regulations
- Experience working with Examiners and Auditors
- Professional certification in AML
- Experience working with FISERV Navigator

#### Qualifications

- Minimum of a Bachelors degree preferred
- 2 years of banking experience with compliance responsibilities focusing on BSA/AML and OFAC.

#### To apply

Please submit a resume to [hr@firsticbank.com](mailto:hr@firsticbank.com). Use job title "BSA Specialist" in the subject line. No phone calls, please.