



**Position Description
Compliance Specialist**

Job Title:	Compliance Specialist	Department:	Compliance (Risk)
Reports To:	BSA/Compliance Officer	FLSA Classification:	
Hours:	Monday – Friday; 40 hours/week		

Position Summary:

The role of the Compliance Specialist will be responsible for assisting to maintain the bank’s Compliance Program,. As the Compliance Specialist, this role supports the Compliance Officer with the Bank’s Compliance Program to ensure adherence to state and federal laws. This position requires ongoing compliance monitoring and review, policy and procedure monitoring & implementation, and responding to regulatory developments.

Essential duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

Bank of St. Francisville is committed to providing equal employment opportunities. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability, age, political affiliation, or any other category protected by federal, state, or local law or ordinance.

Duties/Responsibilities:

- Assist in executing, maintaining and coordinating a bank-wide educational and training program.
- Participate in managing bank policies and procedures and assisting with job-specific training.
- Assist in conducting Compliance Risk Assessment, Fair Lending Risk Assessment, Red Flag Identity Theft Prevention Risk Assessment and other risk assessments as applicable.
- Maintain the minutes for the Compliance Committee and any other applicable meetings.
- Assist in maintaining the CRA Public file.
- Participate in the preparation Compliance Program summary reports, highlighting topics for discussion and executing initiatives as reviewed by the Compliance Officer.
- Assist in maintaining and updating policies and procedures in line with regulations while providing education to team members on updates/changes as necessary.
- Assist in conducting periodic monitoring or internal reviews for compliance with applicable rules and regulations.
- Assist in identifying potential areas of compliance vulnerable to risk, to develop and implement corrective actions plans and resolutions.
- Assist in conducting HMDA and Fair Lending data analysis.
- Assists participates in responses, inquiries from auditors, regulators, and law enforcement agencies.
- Assists in providing Compliance training and guidance to staff and management concerning compliance rules and regulations to ensure the bank is aware of updates and all team members are educated on compliance measures.
- Attends necessary training related to compliance and other topics as necessary and assist with administering/providing job-specific training to all areas of the bank, including the Board of Directors.
- Complete annual, quarterly, and/or as needed training, including BSA, to ensure compliance with all regulatory requirements and Bank policies.
- Coordinate with human resources to ensure training requirements are met and training criteria/courses are updated as appropriate.
- Assist in organizing, leading, and executing special projects.
- Comply with all bank policies and procedures and regulatory requirements.



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- Maintain the highest level of professionalism and team support while exhibiting BSF Core Values.
- Perform additional tasks as assigned.

Competencies:

- Excellent communication skills through email, phone, in-person, and virtually with both internal and external customers.
- Proficiency in banking operations and procedures with a knowledge of banking products and services.
- Excellent organizational skills with the ability to manage and prioritize multiple tasks and work within tight deadlines, while maintaining disciplined focus on Bank goals and measurable objectives.
- Proficient with technology and adaptable to new tools.
- Strong critical thinking, customer service, and conflict-resolution skills to respond to operational and customer needs.
- Possess a high degree of attention to detail.
- Ability to deal appropriately with sensitive and/or confidential information.

Education and Experience:

- Must have current working knowledge of the banking industry’s servicing regulations and guidelines.

Physical Requirements:

This position operates primarily in an indoor setting. It requires long periods of sitting at a desk and operating a computer or other office equipment and frequent periods of walking/standing throughout the day. This position requires frequent communication with others, both speaking and listening. Lifting and carrying of up to 15 pounds may be required as necessary.

Acknowledgement:

I have reviewed and understand the responsibilities listed in this job description and acknowledge that I am able to perform the essential functions of the position. I understand that the duties of this position may change on a temporary or regular basis according to the needs of the company, and these changes may not specifically be included in this job description. If I have questions about my position, I understand that I should discuss them with my manager.

I further understand that this job description does not create an employment contract, and my employment is strictly at will unless otherwise agreed upon in writing by the CEO of the company.

Employee Name (Print)

Employee Signature

Date