

BSA Assistant

The BSA Assistant reviews BSA reports, monitoring Bank customers' account activities and files SARs and CTRs. Primary function is to complete review of Bank customers' accounts that may have potentially suspicious or unusual activity.

The BSA Assistant's duties (not limited to) will include:

- Performing research, analysis and investigation of account behavior for potential unusual activities in accordance with the BSA/AML/OFAC monitoring policy
- Receives training, learning BSA/AML legal requirements and bank policies and procedures.
- Document results of reviews and escalating any potentially suspicious activity findings to management
- Reviews and investigates PSARs and File Suspicious Activity Reports (SARs) based on the monthly reports assigned by the BSA Officer
- Reviews Currency Transaction Report (CTR) sent by branch personnel
- Understanding Bank products, services, customers and geographical locations in order to conduct effective research/ investigation of accounts
- Files SARs for Bank customers if needed; notifies the BSA Officer of suspicious activities of high risk customers
- Performs additional duties as required

Qualifications/Requirements:

- Bachelor's degree is required
- Ability to perform research on account activity and detect out of pattern behavior
- Well organized, accuracy, critical thinking to prioritize workload and use sound judgement
- Excellent analytical, research, time management, and planning skills; PC proficient; organized and detail-oriented; strong written and verbal skills required. Although no specific experience is required, experience in banking operations, regulatory, legal, or auditing environment with exposure to regulatory compliance matters and knowledge of BSA/AML, USA PATRIOT Act, OFAC laws and regulations, and CTR and SAR reporting requirements a plus but not required