

JOB POSTING NOTICE



POSITION: BSA Analyst I

LOCATION: Sulphur Springs, TX

SCHEDULE: Monday - Friday 8:00 am - 4:00 pm

POSITION PURPOSE

This position is responsible for administrative and clerical functions of the BSA Department, including responsibilities for tasks involving Bank Secrecy Act compliance. Larger banks with diverse customer bases and higher risk operations are expected to devote considerably more resources and managerial attention to their BSA program. The BSA Department is considered a critical department of the Bank and duties in this department are considered "high priority". The organization's staff plays a critical role in the success of the institution's program. This employee will offer the customer the highest degree of service and promotes all Alliance Bank's products and services.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Ability to read, write, and speak the English language; bilingual helpful.
- High school diploma or equivalency.
- Three (3) years' experience in banking or job-related field and one (1) year of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees' requests with tact, diplomacy, and a sense of urgency.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Highly detailed-oriented with the ability to organize, schedule, and prioritize tasks and responsibilities as well as certain departmental functions to improve efficiency.
- Ability to write proper business correspondence, develop spreadsheets, and create slide presentations and certificates.
- Ability to operate basic office equipment i.e. calculator, and PC; with job-related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Schedules are prepared based on business needs and are subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Personify Alliance Bank's mission statement of **The best in all we do.**
- Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
- BSA Regulatory Compliance Related Duties. Assist BSA Officer with Bank Secrecy Act (BSA) functions, including but not limited to:
 - Ensuring that all required Currency Transaction Reports (CTRs) are filed timely, accurately, and completely as required by BSA Regulation.
 - Reviewing documentation for compliance with bank policy and as required by BSA Regulation related to the Customer Identification and Customer Due Diligence Programs.
 - Review CIF information as required by BSA Regulation which includes missing occupations and missing NAICS codes.
 - Reviewing logs and documentation to ensure compliance with recordkeeping requirements of BSA regulations.
 - Ensuring the Office of Foreign Assets Control (OFAC) sanctions lists on the core system are updated when OFAC releases an update and programs are run to compare the customer and transaction databases against the updated lists as required by OFAC Regulation.
 - Review and ensure bi-weekly, the FinCEN 314(a) list is uploaded and ran against bank's customer records.
 - Answering questions from bank employees about BSA matters.
- Attendance and punctuality are a must.

This is a summary of the requirements and essential functions.
The full job description is available upon request.

Qualified applicants should submit a resume to HR@Alliancebank.com.



AN EQUAL OPPORTUNITY EMPLOYER