

**TITLE:** Bank Secrecy Act/ Anti-Money Laundering Specialist

**CLASS:** Non-Exempt

**LOCATION:** Grand Rapids MI

**REPORTS TO:** Bank Secrecy Act Compliance Officer

### **PRIMARY FUNCTIONS**

The primary purpose of this position is to assist Preferred Credit Union in achieving our vision *to become the preferred financial partner of our members for their primary banking needs.*

The primary focus of this position will be to assist the BSA Compliance Officer with the monitoring of member transaction activity, including ensuring adherence to the BSA/AML/OFAC compliance program, responsible for conducting BSA/AML investigations, due diligence and tracking. Periodic tasks are listed within the specific duties. Attention to detail is vital as is the ability to communicate the findings of the periodic reviews to credit union management.

### **SPECIFIC DUTIES**

1. Review daily BSA reports, review MILs and prepare CTRs that need to be filed
2. Run bi-weekly BSA report for the prior month and search for evidence of structuring; make recommendations for filing a SAR report
3. Download and review the bi-weekly 314a information requests from FinCEN
4. Review weekly OFAC report and complete investigations on any positive hits
5. Review monthly wire transfer logs for activity and verify that all information is being maintained
6. Run monthly BSA report for abnormal activity and search for suspicious activity; make recommendations for filing a SAR report
7. Update & maintain the internal high- risk accounts list
8. Research & prepare SAR filings for approval by BSA Compliance Officer
9. Review business & personal membership documents & associated risk assessments. Perform account reviews as needed
10. Review and assist with fraud and account compromise scenarios
11. Assist with emails and calls for the BSA department
12. Maintain and update the BSA policy & risk assessment
13. Maintain advanced knowledge and awareness of financial industry status and trends
14. Train for role of Assistant BSA Officer
15. Other tasks & projects as assigned by the BSA Compliance Officer

Additionally:

Ensure service is delivered to our members and team members that is in alignment with Preferred Credit Union's Service Promises:

- I promise to greet you with a smile and address you by name;
- I promise to take responsibility in all matters;
- I promise to make it easy to do business with Preferred Credit Union;

- I promise to respond in a timely manner;
- I promise to be knowledgeable;
- I promise to maintain a high level of confidentiality
- I promise to make every effort to uphold mutual respect;
- I promise to show you ways that Preferred Credit Union can become a more valued financial partner.

## **JOB QUALIFICATIONS**

1. Previous BSA/AML experience at a bank or credit union of at least 3 years
2. Proven ability to support a strong member service culture
3. Must understand regulatory requirements associated with job functions
4. Must be highly attentive to detail
5. Research skills are required
6. Must have the ability to learn and memorize information quickly
7. Maintain updated training pertinent to role
8. Excellent written and oral communication skills a must
9. Current working knowledge of MS Word, Excel & Outlook is required
10. Strong ability to analyze and synthesize large amounts of data
11. Ability to conduct extensive research and apply data to improve BSA program
12. Must be energetic, self-starter, self-motivator and a doer
13. Must be comfortable with asking questions when uncertain
14. Ability to use discretion when dealing with sensitive or confidential data