

Job Posting

Bank Secrecy Act (BSA) Officer

LOCATION: Ambler Headquarters

RESPONSIBILITIES:

Responsible for serving as the Bank Secrecy Act Officer and ensuring the Bank's adherence to all federal and state banking laws and regulations for the Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Asset Control (OFAC), Customer Identification Program (CIP), USA Patriot Act, and the Bank's internal policies and procedures. Responsibilities include the following:

- Maintains, administers and oversees all aspects of the Bank's BSA/AML/OFAC/CIP Compliance Program.
- Coordinates, supervises and reviews the activities of the BSA specialist to ensure compliance.
- Administers and maintains monitoring procedures to ensure that processes are in place to identify suspicious and/or fraudulent activity.
- Ensures all required regulatory reporting is performed in a timely, accurate and compliant manner, including filing Currency Transactions Reports (CTRs) and Suspicious Activity Reports (SARs) to FinCEN, as well as the FinCEN 314(a) procedures and reporting.
- Maintains an effective Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) risk rating and monitoring program to include initial and ongoing assessments and review of unusual/ suspicious account activity.
- Establishes and maintains appropriate SAR investigation, review and reporting processes that promote consistent decisions, adequate investigation/research and complete and accurate documentation.
- Ensures proper OFAC checks are performed and reviews monthly OFAC reports for positive matches.

SKILLS:

Demonstrated management, supervisory and leadership skills; experience performing key responsibilities; strong knowledge of current banking regulations and regulatory reporting requirements; clearly communicates in English; proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations and communicative skills; strong PC skills, including Microsoft Word and Excel; visual and auditory skills; detail oriented, strong organizational skills and a high degree of accuracy.

EDUCATION / TRAINING:

BS or BA degree in Business or related field preferred; specialized bank education and training, including BSA training.

EXPERIENCE:

A minimum of 5 years' experience in BSA related positions at a financial institution required.

TO APPLY:

If interested, please forward your resume along with salary requirements to HR@amblersav.com. No phone calls please. Qualified candidates will be contacted within five (5) business days. Visit us at www.AmblerSavingsBank.com. EOE / AA

Ambler Savings Bank is an Equal Employment Opportunity employer. We base employment upon personal capabilities and qualifications without discrimination. It is the policy of Ambler Savings Bank to provide equal employment and advancement opportunities to all colleagues and applicants for employment without regard to race, color, ethnicity, religion, gender, pregnancy/childbirth, age, national origin, sexual orientation, gender identity or expression, disability or perceived disability, genetic information, citizenship, veteran or military status, marital or domestic partner status, or any other category protected by federal, state and/or local laws.