

JOB DESCRIPTION

**Mainstreet Community Bank of Florida
204 S. Woodland Blvd., Deland, FL 32720**

POSITION: PART-TIME BANK SECRECY ACT ANALYST

FLSA Status: Hourly

Reports to: BSA Officer

Job Requirements:

- High School Diploma or equivalent
- Prior experience in CIP or equivalent
- Exceptional communication skills in both oral and written form
- Strong problem solving and analytical skills
- Ability to work as a team with other staff members
- Proficiency in Excel and Word

Specific Job Functions:

- Review high risk accounts monthly and semi-annually, and medium risk accounts annually
- Review Yellowhammer & Synergy Reports to identify any unusual or reportable activity daily and/or monthly
- Risk rate customers
- Complete a monthly sampling test of new customers added by each branch for adherence to the Customer Identification Program
- Assists bank in maintaining compliance with their BSA Program and the USA Patriot Act
- Help conduct yearly and as needed training concerning all aspects of BSA/AML/CIP/OFAC for staff
- Verify possible matches to OFAC and maintain records of actual OFAC matches and report to Treasury annually the Report of Blocked Property
- Complete and file Suspicious Activity Reports and Negative Suspicious Activity Reports as needed
- Review branch prepared Currency Transaction Reports before filing
- Attend BSA group meetings and Training to maintain current on BSA subject matter
- Work with examiners and prepare requested documents for the annual BSA internal review & external examinations as scheduled
- Demonstrates compliance with customer Rights to Confidentiality and Privacy and maintains an environment of security and trust
- Review FinCEN 314(a) downloads for positive matches
- Update Yellow Hammer CDD Questionnaires
- Participates in other tasks or special projects as assigned

COMPLIANCE

All associates have a responsibility to understand the Bank's BSA/AML Program, the procedures outlined in it, and to follow the Program and procedures in carrying out their duties. When an associate has supervisory responsibilities, he or she will make certain that his/her staff understands the responsibilities to comply with applicable regulatory issues and internal programs, policies and procedures. Any associate that fails to adhere to the BSA/AML Program or commits other violations of the Code of Conduct may be subject to disciplinary action up to and including termination.

EOE/Vet/Disability

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, stand, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

NOTICE

- ✓ This position description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job-related duties.
- ✓ Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee will possess the abilities and aptitudes to perform each task proficiently.
- ✓ Ability means to possess and apply both knowledge and skill.
- ✓ This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
- ✓ This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
- ✓ All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- ✓ Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- ✓ This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

This job description does not list all of the functions of the job. Management often assigns additional duties. This job description may be revised at any time.

Print Name: _____

Signature: _____

Date: _____