



## **BSA Analyst Job Description**

### **Summary:**

The BSA analyst position is responsible for ensuring compliance with the Bank Secrecy Act (BSA)/Anti-Money Laundering (AML) policies and procedures and the applicable federal regulations to protect the company from being used as a conduit for illegal activity. The BSA/AML program includes Currency Transaction Reports (CTRs), Office of Foreign Asset Control (OFAC), Suspicious Activity Reports (SARs), Customer Due Diligence (CDD), and Customer Identification Program (CIP).

### **Essential Functions & Responsibilities:**

- Assist with the alert workload and the monitoring for suspicious patterns/activity and fraud, conduct suspicious activity report investigations, as well as high risk customer/account reviews, and recommend when to file and not file Suspicious Activity Reports (SARs). May assist in the filing of SARs when necessary.
- Conduct enhanced due diligence reviews which entails research, the gathering of documents, composing well written narratives, making appropriate recommendations, and assigning appropriate risk factors.
- Perform 90-day SAR follow up reviews; recommending whether continuing activity SAR should be completed.
- Assist in the preparation and submission of all Currency Transaction Reports (CTRs) within the regulatory deadline of 15 days.
- Ensure proper identification and adherence to the Bank's BSA Program including, but not limited to; CIP, CDD/EDD/BO, OFAC and record keeping and retention requirements.
- Ensure BSA files remain current, accurate, and well-documented.
- Assist with gathering information for the Money Laundering Risk (MLR) reporting process.
- Participate in ongoing training to maintain current knowledge of BSA/AML and OFAC regulatory requirements.
- Assist in the compliance of 314(a) and 314(b) responsibilities.
- Monitor potential OFAC matches and take appropriate action to escalate them when necessary.
- Other duties may be assigned by the BSA Officer.
- Complies with federal and state regulations and all established bank policies and procedures.

### **Skills**

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Develop and maintain positive relationships within related business units to ensure partnership approach to compliance risk management.
- Ambitious, self-motivated individual with a strong work ethic, positive attitude and the ability to work independently and as part of a team
- Strong organization skills with the ability to multi task and prioritize conflicting demands

- Demonstrated strong analytical, research, problem-solving, and decision-making skills.
- Individual should be able to work under high pressure situations and a stressful atmosphere and should remain composed.
- Able to communicate with people at all levels and various backgrounds
- Acknowledge and observe strict confidentiality requirements.
- Proficient with computer skills including Microsoft Word, Excel, PowerPoint and Outlook.

**Education & Experience:**

- Bachelor's degree (BA or BS) is preferred
- Knowledge of BSA/OFAC/Fraud function, or equivalent banking experience, plus three years' related experience required.
- Experience with Verafin or other BSA monitoring software

Location: Phoenix, Arizona

Candidates please contact Rhonda Kaiser at (602) 280-9409, or email qualifications to [rkaiser@republicaz.com](mailto:rkaiser@republicaz.com)

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