

Alliance Bank & Trust

Job Title: BSA Analyst

Job Summary: the BSA Analyst reports directly to the BSA Officer and is part of the Compliance Department.

Basic Functions and Responsibilities:

- Provide support to the BSA Officer and bank staff to maintain compliance with the BSA
- Review periodic reports and other information related to customer transactions involving cash, EFT, wire transfers, overdrafts, large balance changes, etc.
- Prepare CTRs as necessary
- Perform initial investigations related to potential fraud or other suspicious activity
- Assist with research and investigation of BSA/AML system alerts
- Review new account forms and documentation for completeness, accuracy and compliance with regulations and procedures
- Act as backup BSA Officer
- Other duties as assigned

Basic Education and Experience Qualifications:

- High school diploma
- 2 or more years banking experience
- Working knowledge of Bank Secrecy Act and other related regulations
- Investigative, analytical, task oriented, intuitive

Basic Schedule and Benefits Information:

- Full time, 8:30 a.m. to 5:00 p.m. (with 60 minute lunch), Monday through Friday
- Paid bank holidays based upon hours normally worked
- Paid vacation and sick time based upon hours normally worked
- Medical, dental, vision, life insurance