

## **BSA Analyst**

Conducts daily assignments in a highly confidential manner and in accordance with Bank BSA procedures to ensure compliance with the laws and regulations of Bank Secrecy Act and to mitigate risk to the Bank. The BSA Analyst will provide assistance with BSA/AML related monitoring of the Bank's customers and their transactions through report review, enhanced due diligence risk assessments and the Bank's core system.

Lee Bank operates with a Culture of Purpose where our intention is to empower employees, customers, and our community by delivering local banking with service, sincerity, and simplicity at all points of interaction.

### **ESSENTIAL FUNCTIONS:**

- Ensure CIP compliance and appropriate risk rating for new accounts.
- Prepare, approve, and file currency transaction reports as required by FinCEN.
- Analyze internal BSA reports and identifying and investigating transactions that are flagged as suspicious and determining and recommending to the BSA Supervisor whether they warrant reporting to the appropriate authorities, such as the Financial Crimes Enforcement Network (FinCEN).
- Assist the BSA Supervisor in the completion of SAR reports and ensure reporting is done on time and in an accurate and compliant manner.
- Access, review and complete 314a screening requests.
- Perform periodic risk assessments for higher risk customers.
- Perform bi-annual OFAC monitoring.
- Assist BSA Supervisor with training Bank staff to raise awareness about AML regulations and how to recognize suspicious activities.
- Assist BSA Supervisor with CRB program.
- Assist BSA Supervisor with the preparation of examinations and audits.
- Assist the BSA Supervisor to address subpoenas received by the bank.
- Maintain working knowledge of the Bank Secrecy Act and all related Anti-Money Laundering and OFAC laws and regulations; and the Bank's BSA Policy and Procedures.
- Assist with and/or perform other compliance duties as assigned.
- This position will serve as back-up to the BSA Supervisor, performing most all aspects of that position during interims when the BSA Supervisor is away.

### **QUALIFICATIONS:**

- Education and Knowledge: Strong understanding of financial regulations, AML Laws and other relevant compliance and audit standards, Bank Secrecy Act, USA Patriot Act having 2+ years of experience.

- Analytical Skills: Ability to analyze financial transactions, detect suspicious activities and assess potential risks to the Bank.
- Communication: Strong written and verbal communication skills to prepare reports, communicate findings to management, and collaborate with other departments.
- Attention to Detail: Thoroughness in reviewing and documenting financial transactions and customer profiles. Ability to identify inconsistencies and errors in documents.
- Ability to work independently.
- Confidentiality Obligation: You will treat all confidential information with the utmost care with written and verbal BSA information.
- Proficiency in Microsoft Office and other relevant software for data manipulation and reporting.