



**UNIVERSAL BANK**

### **CAREER OPPORTUNITY**

**Job Title: VP/BSA Officer**

**FLSA Status: Exempt**

**Reports To: FVP Compliance Officer/Director of Audit**

**Location: Corporate – West Covina**

**Language: English**

### **ABOUT Universal Bank**

Universal Bank is a premier company in West Covina CA. that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is located in West Covina CA. with five branches serving LA County in West Covina, Monterrey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

### **Position Summary**

Directs all activities within the BSA Department to ensure that the department is able to support the Bank in meeting all regulatory requirements. Ensures that the Bank has the necessary programs, policies and procedures in place to ensure that all business units of the Bank are complying with applicable Bank Secrecy Act and related laws and regulations.

### **General Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Other duties may be assigned.

- Acts as the Bank's BSA Officer, implements the necessary programs and procedures to ensure compliance with appropriate regulations and that the Bank is protecting itself from being used as conduit for illegal activity.
- Ensures that Currency Transaction Reports and Suspicious Activity Reports, and any other required reports are filed accurately and in a timely matter
- Acts as the Bank's Office of Foreign Assets Control Officer determines that the Bank has procedures and systems in place to identify, block, and report those names on the government's list.
- Performs special projects, and additional duties and responsibilities as assigned
- Implement and maintain an effective BSA/AML/OFAC Program in compliance with federal and state regulations.
- Work with BSA/AML/OFAC auditors and examiners as necessary during the course of audits, examinations, and remediation, if any.
- Provides regulatory information and/or reports to the Board of Directors on a periodic basis to keep the Board aware of current regulatory issues for the Bank.
- Disseminates BSA/AML/OFAC regulatory information to other management and staff as it affects their areas of business
- Updates, implements and maintains BSA/AML/OFAC bank policies and procedures to ensure department compliance with applicable compliance regulations.
- Coordinates the training of department personnel on bank compliance policies and procedures
- Maintain current knowledge of applicable federal regulations, including Bank Secrecy Act, Due Diligence and Know Your Customer principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

- Bachelor's degree (B. A.) from four-year college or university; and 5-10 years' experience in banking with strong emphasis on consumer compliance laws and regulations.
- Proficient in Microsoft Office
- Strong knowledge of state and federal banking regulations.
- Excellent ability to analyze, communicate verbally or in writing and making recommendations effectively regarding complex laws and regulations to line personnel and senior management.
- Thorough knowledge of Bank Secrecy Act and OFAC regulations.

**Communication and organizational skills:**

- Demonstrates high degree of professionalism in communication, attitude and teamwork with customers, peers and management
- Demonstrates high level of quality work, attendance and appearance
- Adheres to all Company Policies & Procedures and Safety Regulations
- Adheres to local, state and federal laws
- Excellent level of problem-solving capabilities to establish potential alternatives and solutions to problems

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

*Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.*

*You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.*