



CAREER OPPORTUNITY

Job Title: Sr. MSB Analyst

FLSA Status: Reports To: FVP/Special Asset & Investigations Manager

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

The Senior Money Service Business (“MSB”) Analyst is responsible for day-to-day monitoring of MSBs maintained by Universal Bank, including analyzing and reporting any activity believed to be associated with unusual and suspicious account activity such as potential structuring, money laundering or terrorist financing to ensure the Bank is in compliance with the Bank Secrecy Act and USA Patriot Act. This includes identification of unusual transactions and timely and accurate filing of the Bank’s suspicious activity reports and currency transaction reports. In addition to monitoring, the MSB Analyst shall underwrite each MSB for new account opening consideration, in conjunction with the Bank’s MSB Policy, Procedures, and Guidelines.

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.

- Conduct Due Diligence (“CDD”) on potential MSB applicant, including underwriting of MSB.
- Conduct Onsite Visit and verify CDD collected; and to assess the MSB’s application system, AML Compliance Program, Internal Controls, policies and procedures.
- Perform lookback analysis utilizing pivot tables and determine sources and uses.
- Review of all documents in accordance with Customer Information Program (“CIP)/Know Your Customer (“KYC”) bank policies to ensure adequacy and adherence thereof.
- Conduct transactional testing of MSB customers’ remittance transaction database to identify possible illicit activities.
- Perform investigation on any unusual activity identified and prepare draft narratives for Suspicious Activity Report (“SAR”).
- Assist the Special Asset & Investigation Department (“SAID”) and Bank Secrecy Act Department (“BSA”), as required.
- Conduct transactional testing of MSB, as assigned.
- Maintains monthly MSB Management Report.
- Co-manages the MSB customer relationships.
- Assist with Training of Bank personnel and MSBs, as required.
- Assist in managing and monitoring bank’s Money Service Business (MSB) customers, including assisting the Special Asset Department and/or BSA Department in performing on-site visits. Ensure the MSB customers are current with MSB registration and Check Cashier Permit as required by Title III of the US Patriot Act.
- Maintain current knowledge of applicable Federal regulations, including Bank Secrecy and Know Your Customer (KYC) 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 or 3 year MSB experience with a financial institution, coupled with general banking & BSA experience.
- Demonstrates a consistent attention to detail in the review of reports, account activity, and documentation to ensure accuracy of the monitoring process.
- Strong investigative and analytical skills.
- Must be familiar with Bank Secrecy Act, USA Patriot Act, OFAC regulations, and all related anti-money laundering laws, Money Service Business guidelines prescribed by FinCen, and other federal and state agencies.
- Able to work independently and meet deadlines, and make accurate decisions with minimum supervision.
- Ability to research and make appropriate decisions regarding complex cases.
- Strong interpersonal skills, well organized and working knowledge of PC's.
- Ability to manage multiple tasks.

- Excellent oral communication skills; ability to define problems, collect data, establish facts, and draw conclusions.
- Must have experience utilizing Pivot Tables in excel, in determining sources and uses of cash (inflows/outflows) regarding the MSBs products.
- 2 years of underwriting experience preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook).

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.