



BSA Analyst I

DEPT: Bank Secrecy Act

REPORTS TO: BSA Officer

CLASSIFICATION: Non-Exempt, Full-Time

Position Summary:

The BSA Analyst I supports the Bank's Bank Secrecy Act (BSA), Anti-Money Laundering (AML), and Office of Foreign Assets Control (OFAC) compliance efforts under the guidance of the BSA Officer. This role assists with the ongoing monitoring of customer activity using Verafin and helps ensure regulatory adherence across the institution.

Duties and Responsibilities:

1. Monitor alerts from Verafin (daily, weekly, monthly) for suspicious patterns or activity, including unusual transactions and potentially high-risk customers.
2. Investigate flagged alerts by collecting and reviewing relevant customer and transactional data.
3. Document findings clearly, ensuring alignment with regulatory reporting standards.
4. Conduct monthly OFAC reviews to validate compliance with sanctions screening and regulatory expectations.
5. Monitor and review privately owned ATM accounts for transactional anomalies or activity that may present elevated BSA/AML risk.
6. Support accurate and timely filing of Currency Transaction Reports (CTRs); assist with the annual review of exemption status.
7. Assist branches and departments with CTR questions and support.
8. Assist in monitoring the bank's Know Your Customer (KYC), Customer Identification Program (CIP), and Customer Due Diligence (CDD) processes to ensure compliance with regulatory requirements and internal policies.
9. Review Customer Due Diligence questionnaires for completeness and accuracy.
10. Assist the BSA Analyst II with Enhanced Due Diligence (EDD) reviews of high-risk customers to build practical experience and deepen regulatory knowledge.
11. Demonstrate working knowledge of BSA requirements, bank products and services, account transactions, internal policies, and procedures.
12. Maintain confidentiality of sensitive company and customer information.
13. Participate in assigned training and adhere to policies and procedures.
14. Assist with ongoing development and revisions to the Bank's BSA/AML/OFAC Program and Policy to ensure regulatory compliance.
15. Develop and maintain an advanced knowledge on relevant BSA, AML, and OFAC regulatory developments.



16. Successfully complete all assigned compliance training and follow institutional policies and procedures.
17. Collaborate with BSA Officer to support program management.
18. Provide basic BSA/AML guidance across departments when requested.
19. Sweep, vacuum and dust as needed to maintain appearance of workspace.
20. Assist with other duties and projects when assigned by supervisor.

Requirements:

1. High School diploma or GED.
2. Administrative experience.
3. Customer service experience.

Desired Knowledge, Skills, and Abilities:

1. Previous banking experience.
2. Strong communication and organizational skills.
3. Ability to work effectively in an internal environment requiring both face-to-face and phone-based support.
4. Skills in building strong working relationships with coworkers.
5. Ability to work independently and prioritize projects.
6. Proficiency with various computer software programs.