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| Job Title: | BSA Analyst | Position Type: | Full Time |
| Department: | BSA | Level: | II |
| Location: | 104-110 Avenue C, Bayonne NJ | Date posted: | 10/18/2024 |
| Contact: | Human Resources | Posting Expires: | 10/28/2024 |

**Please send your resume via e-mail to:
Resume@bankwithbcb.com by 10/28/2024**

SUMMARY:

The BSA Analyst II position entails researching transactional data and providing supporting documentation for Enhanced Due Diligence Reviews (EDDs) and Suspicious Activity Reports (SARs) and for reviewing other various reports for suspicious activity. Applicant must have advanced writing skills in order to communicate investigation findings in well written summaries, be able to review suspicious activity alerts and cases created by the Automated BSA/AML monitoring system and recommend clearing the alert or composing a Suspicious Activity Investigation Report.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Review scheduled Assignments as developed by the BSA Officer or Assistant BSA Officer. Complete Suspicious Activity Investigation Reports on alerts or cases generated from the BSA monitoring system as assigned.
2. Assist in the preparation, completion, and transmission of Currency Transaction Reports and Suspicious Activity Reports.
3. Perform and document Enhanced Due Diligence reviews and other High and Medium Risk customers as assigned. This may include the review and approval of documentation associated with higher risk customers such as Money Service Businesses, ATMs, Cash-Intensive businesses and others.
4. Performs daily review, monitoring and analysis of various reports, logs and transaction data to identify trends, unusual activity and monitor large currency activity; determines if transactions are suspicious in nature, such as kiting, significant changes in balances, cash structuring in deposits, loans payments and certificate of deposit purchases, wire or ACH transfers, monetary instrument sales, new account openings, etc.
5. Perform in-depth analysis on business account services such as Cash Management, RDC, ACH Origination, and Wire Origination to recommend BSA approval or rejection.
6. Recommend increase/decrease of customer BSA Risk rating based on review of account activity as required.
7. Stay abreast of changing BSA/AML rules & regulations and become familiar with all aspects of the FFIEC BSA/AML Examination Manual Maintain knowledge of the rules and regulations, including but not limited to, the Bank Secrecy Act, USA PATRIOT Act, Financial Action Task Force (FATF) and Office of Foreign Asset Control (OFAC).
8. Regularly pursues training involving all aspects of the Bank Secrecy Act, which includes remaining up to date on federal and state regulations along with current events and news articles. Complete annual BSA training courses on-line and/or attend seminar/webinars as assigned by the BSA Officer.
9. Provide maintenance, follow-up and timely response to the Bank's OFAC system and FinCEN 314(a) and 314(b) lists and inquiries; appropriately responds to positive hits detected by the Bank's AML or OFAC software system. Perform OFAC checks or clear potential hits as required.
10. Assist in the preparation, completion, and transmission of Law enforcement request including but not limited to Subpoenas.
11. Point of contact for KYC updates and Due Diligence report(s) monitoring.

REQUIRED SKILLS:

- Bachelor's degree
- ACAMS Certification preferred
- Three to five years of BSA-related training or equivalent Retail Banking Experience preferred.
- Knowledge of state and federal banking compliance regulations, Bank operational policies, procedures, products and services.
- Must be a detail-oriented person as well as someone who can maintain confidentiality at all times.