

Position Description

POSITION TITLE: BSA Analyst
DEPARTMENT/DIVISION: BSA Department
SUPERVISOR'S TITLE: SVP- BSA Officer
FLSA STATUS: Nonexempt
APPROVED BY:

DATE:

Note: This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. These responsibilities are typical for this job; however, on occasion, individuals in this position may be required to perform functions of a higher or lower skill level not included in this job description.

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

Job Summary:

The BSA Analyst is responsible for assisting in investigations and monitoring of transactions, mitigating money laundering risks to the Bank and its customers. The BSA Analyst I will learn monitoring, analysis, report formatting and assisting the Bank's BSA Officer and analysts to ensure BSA regulatory requirements are met. The BSA Analyst I is responsible for account identification, 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 escalating incidents to BSA Officer and analysts as appropriate, in a timely and accurate manner. The BSA Analyst I will monitor the daily and weekly alerts, currency transaction reports, and other duties as needed to assist in investigation and ongoing reporting. Essential Duties and Responsibilities include the following:

Duties and 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. Core duties and responsibilities include the following. Other duties may be assigned.

- Assist other analysts with research, analysis, and investigation of assigned alerts generated by monitoring system and review, close and/or escalate a case depending on the investigation conducted on the type of alert, accordance with BSA/AML/OFAC monitoring policy.
- Document and report findings on each alert with supporting documentation within the “notes section” of each alert.
- Assist with the investigations for cases referred by Bank personnel for unusual activity and document investigative findings accordingly.
- Assist with reviewing the accuracy and information provided by the branches entered on Currency Transaction Reports (CTR). Ensure the information in the monitoring system is ready for filing.
- Assist in investigating, identifying and reporting matched suspects by reviewing monthly OFAC reports or when updates occur with the AML system.
- Complete EDD reviews for high risk and moderate risk customers including Money Service Business customers.
- Review the MSB legal and regulatory documentation to ensure adherence to bank policy and regulation of prospective new MSBs.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards.
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- Perform other duties as assigned.

Required Skills/Abilities:

- Knowledgeable of BSA/AML Legal requirements and bank policies and procedures; and demonstrate increasing levels of aptitude and mastery over assigned departmental tasks, i.e., Bank Secrecy (BSA), Customer Information Program/Know Your Customer (CIP/KYC), and/or other applicable federal regulations.
- Knowledgeable of BSA/AML Legal requirements applying to the Money Service Business industry.

- 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.
- Be familiar or willingness to learn and understand the Bank Secrecy Act, USA Patriot Act, OFAC regulations and all related anti-money laundering laws.
- Able to work independently and meet deadlines.
- Ability to research and make appropriate decisions regarding complex cases.
- Strong interpersonal skills, well organized and working knowledge of Word and Excel.
- Ability to manage multiple tasks.
- Excellent oral and written communication skills; ability to define problems, collect data, establish facts, and draw conclusions.
- Basic Proficiency with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- Experience with Verafin or other AML monitoring tools desired
- Experience with FIS desired
- Must be bondable.

Education and Experience:

- High School Diploma and/or equivalency plus two plus years at the community college or university level in such fields as criminal justice, paralegal, accounting, business administration, finance, etc. or,
- Two to Three years of experience in BSA/AML/OFAC and/or branch operations. procedures.

Communication skills:

1. Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.

Computer skills:

1. Accurate typing/keyboarding skills; basic computer skills, including the use of word processing, spreadsheet software applications, and e-mail.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The 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.