

FNB OXFORD

JOB DESCRIPTION

Job Title: BSA ASSISTANT
Department: Compliance and Risk Management
Reports To: Bank Secrecy Act Officer

GENERAL SUMMARY

Assists the Bank Secrecy Act Officer in monitoring the Bank's compliance with applicable BSA/AML/OFAC policies and procedures, ensuring they are implemented and maintained on a daily basis. Provides support in transaction monitoring, customer due diligence, reporting, audits, and training functions.

ESSENTIAL FUNCTIONS

Daily & Ongoing Compliance Support

- Verify that all previous day new accounts have completed documentation.
- Verafin CDD review complete.
- Beneficial Ownership form and packet complete in Synergy.
- CIP complete in Silverlake.
- CIP documents (agreements, corporate snaps, minutes, discrepancy resolutions, etc.) imaged in Synergy.
- Two forms of valid IDs maintained in Silverlake and Synergy.
- Manage BSA document tracking logs to ensure completeness and accuracy.
- Acknowledge Verafin alerts within two weeks of generation and route/assign alerts as directed.
- Verify CTRs in Silverlake and Verafin, and notify BSA Officer when ready to be queued.
- Conduct 314(a) list screening as assigned.

BSA/AML Monitoring & Reporting

- Assist in reviewing daily system alerts for unusual or suspicious activity.
- Perform customer due diligence (CDD) and enhanced due diligence (EDD) reviews as needed.
- Track exceptions and assist with resolving discrepancies with account officers or branch staff.
- Assist in maintaining accurate records of CTRs, SAR supporting documentation, and other BSA filings.

- Support ongoing OFAC checks and monitoring as directed by the BSA Officer.
- Assist in acknowledging Watchlist alerts.
- Upload updated OFAC lists to Silverlake Core when necessary.
- Assist in investigating Verafin Cases to potentially file SARs when necessary.

Administrative & Departmental Support

- Maintain organized and secure filing of BSA-related records in accordance with regulatory retention requirements.
- Prepare reports and documentation for audits, exams, and internal reviews.
- Assist in maintaining BSA policy/procedure documentation, forms, and tracking tools.
- Provide general administrative support to the BSA Officer.

OTHER FUNCTIONS

Performs other duties as assigned or required.

MINIMUM REQUIREMENTS

Knowledge, Skills, and Abilities

- Knowledge of banking operations, account documentation, and basic compliance principles.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and banking core/monitoring software (Silverlake, Verafin, Synergy preferred).
- Ability to maintain confidentiality and exercise sound judgment.
- Strong attention to detail, accuracy, and follow-through.

Education and Experience

- High school diploma or equivalent required; some college preferred.
- Prior banking or compliance experience helpful but not required.
- Familiarity with BSA/AML, OFAC, and regulatory compliance preferred.

Education

- Standard office environment with extended periods of computer use.
- Some travel may be required for training or bank-wide meetings.

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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