



Job Posting

Position: Compliance Administrative Assistant
FLSA Status: Non-exempt
Pay Range: \$15+/hr

Department: Compliance
Location: Flexible
Hours Needed: Monday-Friday, 8:30-5:00

Position Summary:

The Compliance Administrative Assistant helps to ensure Bank compliance with federal and state laws and regulations including, but not limited to: deposit and lending products, advertising, fair lending, HMDA and Community Reinvestment Act. An ability to work efficiently and independently while prioritizing tasks is crucial for success.

Job Responsibilities:

In conjunction with the Compliance Officer,

- Research federal and state banking laws and regulations.
- Review the Bank's policies and procedures, ensuring Bank compliance with laws and regulations.
- Perform deposit regulation monitoring, testing and reporting including Expedited Funds Availability Act, Electronic Fund Transfer Act, Truth in Savings, etc.
- Responds to Retail, Deposit Operations, and Lending Department questions regarding compliance related rules, regulations and requirements.
- Perform flood insurance, loan estimate, and closing disclosure reviews and additional loan compliance monitoring.
- Monitor compliance online training program.
- Provide advertisement approvals for marketing initiatives.
- Collaborates with the compliance team and other departments on compliance initiatives.
- Performs testing activities for fair lending reviews.
- Knowledge of consumer lending regulations.
- Review and verify HMDA worksheets and complete LAR.
- Assist during regulatory examinations and audits.
- Regularly exercises discretion and judgment in the performance of essential job functions.
- Maintains good punctuality and attendance to work.
- Follows Bank policy, procedures and guidelines.
- Consistently supports the Bank and its core values.
- Follow all policies and procedures.
- Additional duties may be assigned by supervisor

Requirements:

- High school diploma or equivalent
- 1+ year retail banking experience
- Experience in a compliance related role preferred
- Knowledge of banking principles and practices
- Strong organizational skills and attention to detail
- Ability to analyze and synthesize large amounts of data

- Proficiency in or knowledge of using a variety of computer software applications, to include Microsoft Word, Excel and Power Point, regulatory software, internet and web-based software
- Knowledge of government regulations with an emphasis on the Bank Secrecy Act and related
- Strong analytical and decision-making skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to comprehend new training, and adapt and relay changes in regulations, policies, and procedures
- Excellent organizational, critical thinking, and time management skills
- Ability to work well independently and as a team
- Proficient ability to operate a computer and navigate software
- Honesty, integrity and maintain a high level of confidentiality
- Ability to proactively identify and assess potential concerns and risks

Benefits:

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.