

**Job Title:           BSA ANALYST**

**Reports to:         BSA Officer**

**Job Summary:** Provides accurate and positive feedback while performing a variety of administrative functions.

**Primary Duties/Responsibilities:**

This list includes the current primary responsibilities of this position. It is not intended to be all-inclusive and is subject to change, as needed, for the purpose of operational efficiency and necessary reasonable accommodations.

- Represents oneself and the bank in a positive, courteous, friendly, and professional manner.
- Provides prompt, efficient, and accurate service in response to requests, inquiries, or problems concerning operational services provided by the bank.
- Monitor, review, and file all Currency Transaction Reports (CTR's) bank wide in a timely manner.
- Monitor, review, and file all Suspicious Activity Reports (SAR's) bank wide in a timely manner.
- Report and file all kiting suspects to the BSA Officer.
- Review, research, and file the Money Services Business list through Fincen as received from the BSA Officer
- Review, research, and file the Fincen-314a Terrorism and Money Laundering Suspect list of criminal investigations twice a month at a minimum
- Monitor, review and report all Controlled accounts to the BSA Officer on a monthly basis.
- Assist with alerts and other items in cannabis software MMonitor.
- Complies with all relevant regulatory requirements.
- Follows bank policies and procedures.
- Performs other relevant duties as assigned.

**Education Requirements:**

- High school diploma or equivalent required.
- Some college preferred.

**Qualification Requirements:**

- Excellent organizational skills.
- Excellent client service skills, including interpersonal and communication skills.
- Extensive knowledge and familiarity of the services offered by the bank.
- Proficient computer skills.
- Friendly, outgoing, enthusiastic personality
- Professional appearance and actions.

**Experience Requirements:**

- At least one year banking experience with excellent performance skills required.
- Previous customer service experience preferred.

**Physical Requirements:**

- May require long periods of sitting.
- May require long periods of typing and repetitive motion.