

Job Title:	Compliance Officer	Position Type:	Full Time / Exempt
Segment:	Administration	Level:	III
Location:	1630 Oak Tree Road, Edison, NJ	Date posted:	May 28, 2024
Reports To:	Chief Compliance Officer	Posting Expires:	June 7, 2024

Please send your resume via e-mail to Resume@bankwithbcb.com by 06/07/2024

SUMMARY:

The Compliance Officer is responsible for implementing and administering all aspects of the Bank's Compliance Management System Program. This position plans, organizes, and reviews the Bank's day-to-day administrative, lending and operational compliance activities. The Compliance Officer will collaborate with the Chief Compliance Officer in the overall administration of these directives for the Bank. The Compliance Officer may participate in various banking and compliance related committees and meetings. The Compliance Officer will assist with audits and examinations. Assures compliance with all Bank policies and procedures, as well as, all applicable state and federal banking regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

- Implements and administers all aspects of the Bank's Compliance Management System Program; assists with independent, state and federal regulator auditor inquiries; makes recommendations to the Chief Compliance Officer when appropriate; assists senior management with compliance related inquiries.
- Maintains a proficient knowledge of all applicable banking rules and regulations, State (NY and NJ) and federal.
- Performs various compliance reviews and monitoring in the area of consumer protection laws and regulations using the bank's compliance review program and industry standard and regulatory guidance sampling methods to ensure the Bank's compliance efforts are maintained on a daily basis.
- Performs compliance reviews of the Community Reinvestment Act and Home Mortgage Disclosure Act compliance to ensure the Bank meets the needs of the community and attains CRA compliance goals.
- Works closely with the Chief Compliance Officer; develops strategic plans, reviews reports; organizes plans and makes recommendations for major compliance initiatives involving functional changes within the Bank.
- Identifies and mitigates potential risk issues against the Bank; interacts with Bank personnel pertaining to such issues.
- Participates in comprehensive self-testing, independent third party and regulatory audits; makes necessary preparations for such audits or exams; coordinates responses to external auditors and regulatory examiners as directed, ensures deficiencies identified from such audits and examinations are corrected.
- Assists with development of compliance related forms including loan and deposit account disclosures.
- Ensures compliance with all applicable reporting and recordkeeping requirements. And timely distribution of related materials and publications to designated personnel.
- Assumes responsibility for special projects as directed; gathers data and prepares reports for Senior Management, audits, other personnel and various department functions in the absence of staff members or in overload situations.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the bank through outside activities.

REQUIRED SKILLS:

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- ❖ Bachelor's degree from a college or university; or 10 years of related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of an in-depth background in, compliance and supervisory skills. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be applicable to the financial industry.
- ❖ Advanced knowledge of lending and operations products and services; related state and federal laws and regulations, and other Bank operational policies and procedures.
- ❖ Intermediate experience, knowledge and training in all operational and lending activities and terminology.
- ❖ Proven ability to effectively train and instruct others in a formal classroom or one-on-one environment.
- ❖ Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures.
- ❖ Excellent organizational and time management skills as well as intermediate typing skills to meet production needs of the position.
- ❖ Intermediate math skills; ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- ❖ Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, write reports, correspondence and procedures, and speak clearly to customers and employees.
- ❖ Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
- ❖ Ability to work with no supervision while performing duties.
- ❖ Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.