



## Job Posting

<b>POSITION TITLE</b>	BSA Officer
<b>DEPARTMENT / LOCATION</b>	Round Rock – Palm Valley Blvd.
<b>SALARY</b>	Commensurate with Experience
<b>FLSA STATUS</b>	Non-Exempt
<b>POSTING DATE</b>	05/21/2021

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

### GENERAL DESCRIPTION/PURPOSE:

Responsibilities of the BSA Officer include, but are not limited to, coordinating the implementation and administration of all aspects of the company-wide Bank Secrecy Act (BSA) Compliance Program. This position monitors compliance with state and federal laws and regulations including the Bank Secrecy Act (BSA), USA Patriot Act, Anti-Money Laundering (AML) and OFAC.

### COMPANY GENERAL POLICY & PROCEDURE:

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

### DUTIES AND RESPONSIBILITIES:

- Administer the bank's BSA program.
  - Develop and / or revise policies, procedures, and programs that support the BSA program.

- Conduct regular training for staff as well as Board of Directors on BSA / AML policies and procedures.
- Investigate transactions that are suspicious in nature.
  - Submit SARs for BSA / AML related activities.
- Monitor and track BSA / AML high risk customers and accounts.
- Manage CTR process.
- Manage the administration of BSA / AML and OFAC software to monitor and report all BSA related activities.
- Coordinates the responses to regulatory BSA / AML examinations and audits.
  - Coordinates the actions taken to ensure deficiencies are corrected.
- Coordinate with Operations personnel on new account BSA and CIP compliance.
- Makes recommendations to the Compliance Officer when and where appropriate.
- Maintain knowledge of the rules and regulations, including but not limited to, BSA / AML, OFAC, and USA Patriot Act.
- Other duties and special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- At least 8 years' experience in a financial institution, with at least 5 years of bank regulatory and BSA experience.
- Working knowledge of Verafin.
- Strong organizational skills.
- Strong ability to multitask.
- Strong personal and community leadership experience.
- Ability to fluently speak, read and write in English
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner
- Ability to operate a computer and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

**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 talk and or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**BENEFITS PACKAGE:**

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and R Best Foot Forward Program. You can learn more about R Bank and our services at [www.r.bank](http://www.r.bank).

**APPLY:**

If you meet all of the minimum qualifications for this position and would like to apply, please upload your updated resume via [www.r.bank](http://www.r.bank).

**R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability.**