



**BSA Analyst
Salary Grade 6**

Since its inception in 1973, the owners and management of The National Bank of Texas have maintained the same long term vision for the bank. We are a locally owned, independent, community bank that intends on providing prompt, courteous service to our customers, and looks to establish long term relationships with those we serve.

We not only strive to meet the banking needs of those we serve, but through our staffs involvement with city governments, schools, non-profit organizations and service organizations, we also work to improve the communities we serve.

Reports to: FVP/BSA Officer
Classification: Exempt

Summary/Objective

The BSA Analyst is responsible for assisting with daily functions BSA department.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bank Secrecy Act:

- Assists with preparation of BSA committee package monthly
- Prepares Currency Transaction Reports
- Performs High and Medium Risk Reviews; including preparing and sending out branch portion of reviews
- Performs risk rating of all new accounts
- Research and document unusual or suspicious activity
- Monitors activity for compliance with requirements of the BSA Program
- Monitors the registration for MSB's are renewed as required
- Monitors Independent Audit for MSB's are completed as scheduled bi-annually
- Verifies Good Standing for MSB's on an annual basis as required
- Monitors the financials for MSB's are received on an annual basis as required
- Monitor the inspection schedule for MSB's; sending list due for inspection monthly to branch managers
- Performs the daily OFAC certification task in core
- Maintains the daily ACH IAT log
- Assists with preparation of monthly and quarterly BSA related Board Reports
- Assists with investigations initiated through Suspicious Incident and Investigation Reports submitted by NBT employees
- Work alerts generated by BSA software
- Attend monthly BSA Committee Meeting

Position Requirements

1. Must be able to work with confidential information.
2. Ability to work with equipment including calculator, copier, computer, printer, telephone, fax, typewriter and scanner.
3. Must be flexible to handle with conflicting demands on time by customers, officers and employees, daily work, and telephone calls.
4. Must be systematic and organized in order to effectively perform the variety of tasks the position requires.
5. Must be a loyal team worker; one who is willing to help others, both within the department and in other departments.
6. Must have a pleasant demeanor and effective communications in working with officers and employees, the public, and vendors.
7. Must be dependable in both attendance and punctuality.
8. Must be willing to take initiative to learn new tasks and accept new responsibilities.
9. Must have the ability to problem solve and analyze situations.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

1. The employee will frequently sit or stand for extended periods of time and must be able to remain in a stationary position.
2. The employee will frequently move about inside the office setting to access office equipment, file cabinets, etc.
3. The employee will frequently communicate and interact with bank staff and customers and must be able to exchange accurate information.
4. The employee will occasionally be required to move bank/office equipment weighing up to 50 pounds across premises.

Position Type

This is a full-time position.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience:

- Five years of banking experience with good knowledge of overall banking operations
- Ability to manage several responsibilities and deadlines.
- Ability to work with highly confidential information.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employees for this job. Duties, responsibilities and activities may change at any time with or without notice.

The National Bank of Texas is an equal opportunity / affirmative action employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran

status, or disability.

A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to a disability. The applicant should contact Human Resources if reasonable accommodation is required during the application process at (817-752-2303).

All offers for employment with National Bank of Texas are contingent upon the candidate having successfully completed a criminal background check. National Bank of Texas will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state, and Federal law, including Section 19 of the Federal Deposit Insurance Act.

The National Bank of Texas is an Equal Opportunity/Affirmative Action Employer.

If interested please email resume to nbthrdept@nbt.bank.