



BANK SECRECY COMPLIANCE OFFICER

Salary Grade 10

Since its inception in 1972, the owners and management of The National Bank of Texas (NBT) 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: Chief Operations Officer

Classification: Exempt

SUMMARY

The Bank Secrecy Officer is responsible for managing the BSA program.

PRIMARY RESPONSIBILITIES

Bank Secrecy Act:

- Maintain the bank's BSA Policy and procedures.
- Monitor activity for compliance with requirements of the BSA Program.
- Make periodic tests of procedures, staff awareness, record keeping and reporting.
- Conduct annual training for bank staff.
- Ensure regulatory reports are filed in a timely manner.
- Research and document unusual or suspicious activity.
- Complete initial risk review and assign a risk rating for new accounts.
- Research activity and complete reviews for High and Medium risk customers.
- Ensure MSB documentation is updated as required for: registration, tax returns, and independent audits.
- Maintain MSB Inspection Schedule and ensure completion by branch personnel.
- Provide for review of alerts generated by BSA/AML software monitoring system.
- Attend training annually to enhance knowledge and skills.
- Prepare and present reports to BSA committee.

Principal Accountabilities

- Organize tasks; produce timely and comprehensive reports of findings.
- Aid management in the development of written policies and procedures. Be responsible for development and maintenance of policies and procedures as they relate to audit and compliance. Write letters, reports and various other documents.
- Maintain current knowledge of regulations and laws affecting job. Attend bank related meetings, schools and seminars.
- Keep current on legal, regulatory and operational developments in banking through publications, journals, regulatory bulletins, and other materials.

- Exercise due professional care in the performance of all duties. Respect the confidentiality of information acquired while performing the audit function.
- Maintain independence of the area being audited to ensure impartial and unbiased judgments.
- Be flexible in accepting and adapting to new procedures, new innovations and new responsibilities.
- Evaluate the adequacy, effectiveness, and efficiency of the systems of control within the bank and the quality of ongoing operations.

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.

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:

- Broad Knowledge of bank operations including:
 - Bookkeeping
 - Information Technology Operations
 - Balancing Systems for Subsidiary Records
 - Teller Operations
 - New Accounts Operations
 - Wire Transfer Operations
 - CD Operations
 - IRA Operations
 - Note Department Operations
 - Credit-giving and receiving reports
 - Safe Deposit 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.