

**Job Title:** Digital Compliance Officer -Compliance Select

**Location:** Position will work remotely. Some travel may be involved.

**Job Type:** Full-time

**Schedule:** Monday to Friday and/or as needed by bank

**Experience:** 4-10+ years banking compliance (Preferred)

**License/Certification:** Compliance Officer (CCBCO) and/or Certified BSA/AML Professional (CBAP) and/or Certified AML and Fraud Professional (CAFP) and/or Certified Anti-Money Laundering Specialist (CAMS) is preferred, but not required if the individual has no less than 4 years in a bank compliance and/or BSA role.

**Description:**

Compliance Select is seeking experienced bank compliance and/or BSA professionals interested in working with community banks as a Digital Compliance Officer. DCO's will partner with community banks to ensure compliance with banking regulations. Individuals in this role will be responsible for conducting reviews in the area of compliance and/or BSA, make recommendations, provide reports, and perform daily/weekly/monthly tasks as required to comply with bank policy and regulatory requirements. This role will require direct contact with bank personnel, as well as bank senior management.

Compliance Select was created by bankers for bankers. As passionate compliance and community bank advocates, the goal of Compliance Select is to connect bankers with experienced and reliable compliance professionals.

**Key Components of the Position May Include:**

- Develop and implement compliance models as required for a bank to operate within acceptable standards.
- Collaborates and act as a liaison with Bank management to provide information to accurately determine compliance with all applicable regulations and laws.
- Develops, reviews, maintains, and revises policies and procedures related to the compliance and/or BSA function and its activities to prevent illegal, unethical, or improper conduct.
- Stays abreast of changes in regulation, guidance, and best practices.
- Monitor bank activities to ensure they are legal and in compliance with internal and external bank policies.
- Provides guidance and assistance to the bank management in coordinating and overseeing an effective Compliance Program in line with current industry best practices, regulatory guidance, and requirements.
- Initiate or recommend an investigative process in response to complaints of policy or procedural violation.
- Conduct internal monitoring to ensure bank policies and operations are up to standard.
- Identify potential areas of compliance vulnerability and risk through analysis and assessment.
- Develop preventive/corrective strategies to address compliance issues and communicate to bank management.

- Prepares reports for Bank Management and the Board of Directors concerning the compliance function including scope and results of compliance audits.
- Organize compliance programs to educate bank staff on recent and already existing compliance requirements.
- Review daily tasks and/or transactions to ensure compliance with applicable regulatory requirements.
- Managing various levels of service for multiple banks at one time as their assigned Digital Compliance Officer.
- Other duties as assigned.

**Qualifications:**

Candidates should have held a compliance and/or BSA position in a financial institution, as well as have experience understanding regulatory requirements applicable to BSA, deposit and lending laws.

- Bachelor's degree or commensurate work experience is required.
- Minimum of 4-10+ years of experience within banking;
- Extensive knowledge of banking regulatory compliance management system elements, with product advisory and/or monitoring experience desirable
- Strong interpersonal, communication (written and verbal), and organizational skills with the ability to work independently, as well as, collaboratively within a team environment.
- Ability to interact effectively with all levels of management, legal counsel, law enforcement, regulators and examiners while maintaining strict confidentiality.
- Knowledge of Federal, State, and municipal laws and statues as they apply to financial institutions.
- Strong research, project management, organizational, analytical, and problem resolution skills.
- Ability to work on their own.