



POSITION DESCRIPTION

POSITION TITLE:	Compliance Officer
FLSA Status:	Exempt
DIVISION/DEPARTMENT:	Operations
Reporting Relationship:	VP Operations Administrator
Supervisory Responsibility:	None

Position Purpose:

- Responsible for ensuring that the bank's policies and procedures comply with appropriate laws and regulations as they apply to lending, operations, human resources, CRA, regulatory compliance and marketing practices.
- Analyzes new and pending laws and regulations, which directly affect the bank; develops or revises appropriate policies, procedures, contracts and agreements to ensure compliance.
- Investigates and resolves compliance problems, questions, or complaints received from other units of the bank, customers and government regulatory agencies. May develop and implement programs and training designed to increase employee awareness and knowledge of compliance policies.

Essential Functions and Basic Duties:

- Reviews on a daily basis all new and renewed loans booked the previous day.
- May include monitoring the bank's credit, interest rate, liquidity, price and strategic and reputation risk categories; ensures compliance with laws and regulations
- Researches compliance issues and problems.
- Maintains the bank's compliance library, which includes copies of current regulations and interpretations, supervisory agency handbooks, state and federal laws and training manuals.
- Establishes, reviews, updates and monitors the bank's system of internal controls, policies, procedures and practices to ensure compliance by all personnel as it relates to their specific job function and department.
- Works in conjunction with all departments as it relates to public disclosure to ensure that all materials are compliant prior to release.
- Participates in the development of new products and advertising to ensure compliance with laws and regulations.
- Establishes and maintains regular training programs for all staff members to keep them up to date and current on bank and compliance regulations and changes.

Summit Bank

POSITION DESCRIPTION

- Reports to the Board of Director's Audit Committee quarterly regarding developments and changes in regulations affecting the bank and compliance audits, ongoing operations, adequacy of internal controls, evaluation of risk.
- May establish and maintain an enterprise wide Risk Assessment System to identify and measure quantity of risk, quality of risk management, aggregate risk and direction of risk.
- Monitors resolution of consumer complaints to ensure internal compliance system is accurate and effective.
- Ensures that all branch reports and certifications are completed and submitted in a timely manner.
- Send banking updates, employee recognition, and announcements.
- Adhere to the bank's BSA / AML policies, procedures and processes
- Ensure staff adheres to the BSA rules & regulations
- Ensure all SAR/CTRS, 314 (a) checks are reviewed by deadline
- Reviews high risk accounts
- Other duties as assigned

Preferred Experience/Skills:

Education (preferred): Bachelor's degree in business, business management, finance, or related field. Advanced-level experience in lieu of education will be acceptable.

Experience:

- 5 year's minimum related experience in a banking or financial services environment. 7 to 10 years of experience is preferred.
- Previous compliance experience.

Required Knowledge:

- Highly knowledgeable of bank operational policies and procedures, related state and federal banking compliance regulations and bank products and services
- Experience writing and reviewing policies and procedures
- Solid writing abilities to clarify detailed facts and solutions
- Knowledge of general accounting principles, management principals
- A high level of problem solving skills, analytical ability and autonomy
- Working knowledge of Microsoft Word, Microsoft Excel and related software programs

Mental and Physical Requirements/Working Conditions:

Mental Requirements:

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POSITION DESCRIPTION

- Ability to solve practical problems, collect data, establish facts and draw valid conclusions; deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of technical instructions.

Physical Requirements:

- Uses fingers and hands to make small movements, e.g. typing, using office equipment. Sedentary work; must be able to sit for up to 8 hours per day. Must be able to work at a keyboard.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____
Krystle Johnson