

## Assistant AML/CFT Officer

First Resource Bank, a thriving community bank headquartered in Exton PA and recognized as one of the "Best Places to Work", is seeking an energetic and motivated full-time Assistant AML/CFT Officer.

The Assistant AML/CFT Officer is primarily responsible for working alongside the AML/CFT Officer to investigate, analyze, resolve, and document suspicious AML/CFT and fraud activity through system alert monitoring. This position requires exercising independent judgment and making resolution decisions in compliance with federal and state banking laws. The role also supports maintaining compliance with various banking regulations, including the AML/CFT program, the bank's Customer Identification Program (CIP), regulations issued by the Office of Foreign Assets Control (OFAC), and other applicable laws and regulations designed to detect and prevent money laundering, fraud, and terrorism.

### Primary duties include:

Collaborate with the AML/CFT Officer to prevent money laundering or terrorist financing; engage with law enforcement agencies, regulators, and financial institutions on suspicious activity related investigations.

Maintains the highest degree of integrity and ethics and adheres to all Bank policies and procedures. Deploys critical professional judgment in all aspects of assisting AML/CFT functions

Monitor customer transactions and account activity to identify unusual or suspicious patterns in accordance with AML/CFT requirements.

Review, document, and resolve AML alerts using sound judgment and in accordance with regulatory requirements.

Investigate and escalate suspicious activity through the preparation and filing of Suspicious Activity Reports (SARs) in compliance with regulatory standards.

Prepare and file Currency Transaction Reports (CTRs) accurately and in compliance with regulatory standards.

Monitors returned deposited items for potential suspicious activity.

Conduct Enhanced Due Diligence (EDD) reviews for high-risk customers and accounts, ensuring documentation is complete and accurate.

Writes clear, concise communications that clearly support the conclusion when closing alerts, explaining or escalating activity.

Respond to Subpoena's and other state and federal requests for financial information.

Assist with inspections of privately owned ATMs to ensure compliance with regulatory standards and mitigate potential AML risks.

Member of the IRT (Incident Response Team) relating to customer incidents reported.

Stay up to date on regulatory changes, best practices, and emerging trends in AML/CFT/OFAC to help ensure Bank's compliance and advise staff as appropriate. Support internal and external audits and regulatory exams by providing requested documentation and clarification.

Assist in the fraud claims process as needed which includes intake, investigation, documentation, and resolution efforts.

Assist in the quality control process as needed, which includes new accounts, new customers, and file maintenance review to ensure accuracy and compliance with regulatory standards.

Assist in developing, implementing, and maintaining the bank's AML/CFT policies, procedures, and risk assessments.

Collaborate with other departments to ensure the effective implementation of AML/CFT measures.

Conduct sanctions screening for customers, transactions, and counterparties against OFAC and other global sanctions lists. Analyze, investigate and document potential matches and determine true positives versus false positives.

Assist in the ongoing assessment of AML/CFT and OFAC risks, recommending adjustments to processes and controls as needed.

Assist with advanced responsibilities, including client communication, analyzing production data, and developing client-specific aids and training materials.

Review the FinCEN Requests against customer database and/or analyzes potential matches to determine validity.

Recommend enhancements or modifications to department procedures and automated AML/CFT and Fraud systems.

Assist in testing and tuning AML software rules and parameters.

Provide independent support to team members with workflow items and administrative tasks as they arise.

Address team member inquiries and requests for additional information related to documentation requirements, account opening processes, and compliance with regulatory standards.

Engage in industry working groups and actively network with peers to stay informed about best practices and regulatory developments.

Participate in committees such as the Compliance Committee, as deemed necessary.

Participate in special projects, system upgrades, and process improvement initiatives.

Assist in the preparation of high quality, informative board reports at the appropriate level for the audience to understand Program maturation and the summary of matters emanating from the Program.

Provide training and support to staff to enhance awareness and understanding of AML/CFT and fraud prevention.

Additional responsibilities delegated by the AML/CFT as required.

**Skills / Requirements:**

- In-depth understanding of federal and state banking laws, including AML, CFT, CIP, and OFAC.
- Detailed and multi-task oriented with strong investigative, analytical and decision-making skills
- Experience with system alert monitoring tools and compliance frameworks.
- Experience in investigations, customer due diligence, and interacting with regulators
- Ability to exercise good judgment in analysis and resolution with suspicious activity.
- Ability to document findings with accuracy and clarity.
- An ability to independently handle a variety of responsibilities simultaneously and be able to prioritize those tasks.
- Ability to handle multiple deadlines.
- Possess strong relationship-building skills across the enterprise, fostering effective communication and collaboration with staff at all levels to ensure proper interaction in managing AML/CFT.
- Strong interpersonal, verbal, and written communications skills.
- Highly organized with a high level of attention to detail and the ability to follow stringent regulatory guidelines
- Requirement includes broad knowledge of departmental and operational policies and procedures across the operations, retail and loan areas.
- Proficient with various computer software programs.
- Requires initiative to be a self-starter and take a proactive approach.

**Education and Experience:**

- The ideal candidate will have a minimum of five years of hands-on experience in AML/CFT compliance, demonstrating strong analytical capabilities, excellent written and verbal communication skills, and a thorough understanding of applicable regulatory frameworks and compliance obligations
- Strong working knowledge of AML/CFT, USA PATRIOT Act, OFAC, and other relevant U.S. regulatory requirements
- Prior experience supporting regulatory examinations and internal audits
- Experience conducting transaction monitoring, investigations, and filing SARs and CTRs
- Familiarity with AML/CFT risk assessments, customer due diligence (CDD), and enhanced due diligence (EDD) processes.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

At First Resource Bank, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability, and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Paid time off
- Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

To apply, please send resume, cover letter and salary requirements to:

<https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>