



**Job Title:** Assistant BSA Specialist

**Seniority Level:** Entry Level

**Reports to:** Senior BSA Specialist

**Employment Type:** FT/Non-Exempt

**Job Summary:**

The Assistant BSA Specialist will support the BSA Specialist in all aspects of the Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Assets Control (OFAC), and USA Patriot Act to ensure UniBank is compliant with all appropriate regulations. This position will perform a wide variety of BSA-related functions including preparing Suspicious Activity Reports (SARs) and Currency Transaction Reports (CTRs), conducting account research, evaluating AML alerts to mitigate risk, reviewing potential OFAC matches, performing enhanced due diligence, and validating risk ratings are appropriate.

This position will assist the BSA Officer and Senior BSA Specialist in ensuring adherence to the BSA/AML compliance program. Assist in conducting BSA/AML investigations, due diligence and tracking. Analyzing alerts and incidents generated for unusual activity. Assist branches affected by BSA Compliance issues & Regulatory requirements.

**Duties/Responsibilities:**

- Gather, organize, and analyze data from various internal systems to support investigative efforts
- Review alerts generated by the monitoring system, conduct case investigations, and determine if they warrant further action or reporting. Ensure all alerts are thoroughly analyzed and documented.
- Prepare Suspicious Activity Reports (SARs), ensuring compliance with regulatory requirements.
- Maintain BSA/AML/OFAC policies and procedures, ensure compliance with regulatory requirements, and recommend improvements as needed.
- Participate in team meetings and training sessions to further develop subject matter expertise.
- Complete tasks and responsibilities assigned by the manager within the specified deadline, ensuring efficient and timely execution of duties.
- Performs all other duties as assigned.

**Essential Knowledge, Skills and Abilities:**

- Strong attention to detail and organizational skills
- Effective written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment

**Required Education and Experience:**

- At a minimum, an associate degree is required with a bachelor's degree preferred.
- 1 year banking experience.



- BSA/AML experience preferred

**Salary:**

\$22 - \$25/hour based on experience

**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.

**UniBank** is proud to be an Equal Opportunity Employer committed to hiring the best qualified candidate. All qualified applicants will receive consideration for employment without regard to any protected class, including race, color, ancestry, religion, gender, national origin, sexual orientation, age, citizenship, marital status, disability, or protected veteran status. In accordance with applicable law, we make reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.