



Job Title: Compliance Officer

Job Summary:

The Compliance Officer is responsible for overseeing operational regulatory compliance such as CRA, lending compliance, and deposit operations compliance for the bank. The Compliance Officer will maintain and update as necessary the Bank's compliance program to ensure the Bank monitors, self-assesses and maintains compliance with lending, deposit, HDMA, CRA, and other applicable banking laws and regulations that affect operations and lending. This professional must have significant experience in compliance with financial institutions and must also be able to focus on details associated with compliance. This position is critical to the bank and requires exceptional judgment, ability to prioritize duties and exceptional organizational skills.

Duties/Responsibilities:

- Develop and update policies and procedures as needed, including forms and system input.
- Periodic review and assessments of various compliance regulations as applicable for all departments of the bank.
- Maintain current compliance knowledge through continually keeping abreast of regulatory changes to policies, practices, regulations and laws.
- Keep informed of internal policies and practices.
- Perform compliance and procedural training to bank staff as necessary.
- Review of follow-up items addressed in previous internal audits and examinations.
- Support branches and departments in related compliance requirements and procedures.
- Assist with documentation gathering and preparation for department internal audits and regulatory examinations as necessary.
- Perform periodic compliance monitoring

Essential Knowledge, Skills and Abilities:

- Advanced knowledge of related state and federal banking compliance regulations. CRCM designation preferred.
- Excellent organizational, prioritization, and time management skills, with the ability to provide leadership, supervision and training for employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills.
- Exceptional verbal, written and interpersonal communication skills.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.



Required Education and Experience:

- Bachelor's degree from a four-year college or university, and five years related experience and/or training; or equivalent combination of education and experience. Work-related experience should consist of an audit or compliance background in financial institution operations, lending, and financial reporting.
- Minimum of five years' experience must be in audit or compliance with financial institution operations. Experience to include deposit operations, mortgage and consumer lending, data analysis, and management reporting.
- Minimum two years Community Reinvestment Act experience; strategic planning experience preferred.
- Minimum two years of Fair Lending experience in a financial institution required.

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.

Salary:

\$100,000 - \$130,000 annually based on experience

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