

Idaho First Bank

VP, COMPLIANCE MANAGER

POSITION SUMMARY

The Compliance Officer is responsible for developing, implementing and administering all aspects of the Bank's Compliance Management Program. They plan, organize, and control the Bank's day-to-day administrative, lending and operational compliance activities and collaborates with the Bank Operations Officer in the overall administration of these directives for the Bank. Participates in various committees, audits and examinations. Performs duties as the Bank Secrecy Act/OFAC Officer, Community Reinvestment Act Officer, Advises the Board of Directors, Senior Management and Bank personnel of emerging compliance issues and consults and guides the Bank in the establishment of controls to mitigate risks.

Assures compliance with all Bank policies and procedures, as well as, all applicable state and federal banking regulations.

KEY FUNCTIONS & RESPONSIBILITIES

- Develops, implements and administers all aspects of the Bank's Compliance Management Program; performs duties as the Bank's Compliance Committee chairperson; assists independent, state and federal regulator auditor inquiries; reviews and writes compliance related policies and procedures; makes recommendations to the Board of Directors and Senior Management when appropriate; submits reports to the Board of Directors detailing compliance issues.
- Maintains a proficient knowledge of all applicable banking rules and regulations.
- Performs duties as the Bank Secrecy Act/OFAC Officer; conducts various quality control reviews and monitoring in the area of Bank Secrecy Act, USA Patriot Act, Anti-Money Laundering, OFAC and Customer Identification Program compliance using industry standard and regulatory guidance sampling methods to ensure the Bank's compliance efforts are maintained on a daily basis.
- Performs duties as the Community Reinvestment Act Officer; establishes, participates and maintains relationships with community based, charitable, and non-profit organizations; develops and implements programs to ensure the Bank meets the needs of the community and attains CRA compliance goals.
- Identifies and mitigates potential risk issues against the Bank; interacts with Bank personnel pertaining to such issues.
- Verifies the accuracy of APY and APR calculations for system, disclosure and advertising purposes.
- Maintains a Compliance Library for the Bank; ensures materials are current and available for use and reference.
- Oversees actions of comprehensive self-testing, independent third party and regulatory audits; makes necessary preparations for such audits or exams; coordinates responses to external auditors and regulatory examiners; ensures deficiencies identified from such audits and examinations are corrected.
- Develops and administers various forms to assure the use of correct and updated forms by Bank personnel.
- Ensures compliance with all applicable reporting and recordkeeping requirements.
- Ensures timely distribution of related materials and publications to designated personnel.
- Conducts compliance training presentations and exercises with all Bank personnel,
- Consistently applies superior decision-making techniques pertaining to inquiries, approvals and requests as they apply to existing policies and procedures,
- Assumes responsibility for special projects, gathers data and prepares reports for Senior Management, audits and other personnel.
- Processes, solves and answers complex customer transactions, problems or inquiries.
- Operates computer terminal or personal computer to process account activity, determine balances and resolve problems within given authority.

- Answers telephones and answers questions and directs callers to proper Bank personnel.
- Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the bank through outside activities.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

KNOWLEDGE, SKILLS & ABILITIES

- Proven ability to effectively train and instruct others in a formal classroom or one-on-one environment.
- Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures.
- Excellent organizational and time management skills.
- Advanced skills in computer terminal and personal computer operation; mainframe computer system; word processing and spreadsheet software programs.
- Intermediate typing skills to meet production needs of the position.
- Intermediate math skills; ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred; or five (5) years of related experience and/or training; or the equivalent combination of education and experience. (*Work related experience should consist of an in-depth background in Bank administration, and compliance along with supervisory skills. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be applicable to the financial industry.*)
- Advanced knowledge of Bank operational and lending policies and procedures, related state and federal laws and regulations
- Intermediate experience, knowledge and training in all operational and lending activities and terminology.