

Job Brief

The Compliance Specialist assists in implementing and maintaining the Bank's compliance program to ensure conformity and adherence with all applicable federal and state banking laws and regulations, with an emphasis to perpetual care and preneed funeral/cemetery trusts. Among other responsibilities, this person will be responsible for monitoring changes to applicable laws, rules and regulations, updating ClearPoint's Legal Spec Sheets as well as its policies and processes and training appropriate personnel to ensure ClearPoint's compliance.

RESPONSIBILITIES:

- Supervise Bank Security Act and OFAC screening and assist with filing of SARs
- Prepare and Implement annual training for BSA, OFAC, CyberSecurity, ISP and other training as identified
- Oversee ClearPoint Policy manual to ensure all policies are updated appropriately and all team members are knowledgeable regarding policies
- Continually monitor federal and state statutes, rules and regulations and submit reports to management on pertinent changes
- Conducts periodic monitoring for compliance with various banking or deathcare-related laws and regulations.
- Prepares periodic reporting of compliance monitoring results and follows up to ensure issues are resolved
- Assists in implementing procedures to comply with new regulations or changes to existing regulations
- Provide guidance to operations and administration staff on compliance issues and questions as they arise
- Prepare draft responses to regulatory and customer complaints
- Monitor system setup and changes to ensure operations and administration staff remain in compliance with current regulations
- Assists in the coordination and support of compliance audits and examinations

REQUIREMENTS:

- ❑ One to three years' experience in bank compliance, legal review, research and/or legislative interpretative work.
- ❑ Excellent communication and organization abilities
- ❑ Strong research, writing and report-generating skills
- ❑ Experience in using legal database software a plus
- ❑ Demonstrated problem solving, decision making and communication skills, both written and spoken.
- ❑ Ability to work independently
- ❑ Continuous improvement mindset. Must take initiative to address issues proactively.
- ❑ Ability to coordinate and complete multiple tasks in a timely and efficient manner.
- ❑ Knowledge of funeral and cemetery related trusts is a plus, but not a requirement.
- ❑ High level of integrity and dependability