

Bank Secrecy Act Officer – Job Description Summary

The Bank Secrecy Act (BSA) officer administers the organization's program of compliance with the Act, regulations issued by the Office of Foreign Assets Control (OFAC), and all other related anti-money laundering (AML) laws and regulations. He or she coordinates and develops programs to implement our BSA/AML program, supports training efforts, participates in briefings of management and staff on BSA/AML compliance issues, and responds to BSA/AML questions.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment