



Job Posting Compliance Officer

One Community Bank is searching for a dynamic and highly detailed person to fill our full-time Compliance Officer position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, careers@onecommunity.bank

Summary:

Functioning as an independent and objective body, oversees the bank's Compliance/CRA/Complaints programs. This position reviews and evaluates compliance/CRA issues/concerns within the organization. The position ensures the Board of Directors, Management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct for compliance.

Essential Duties and Responsibilities include the following:

Board Reporting

- Develops and addresses compliance reports to and for the Board.
- Manage and implement the Compliance Management System.
- Development of annual Compliance Policy.
- Development of the annual Complaint Policy.
- Develop and deliver annual Board Compliance Training.

Daily Compliance

- Consult with Management and employees who have questions about compliance/monitoring related policies and procedures.
- Perform research as applicable for enhancing our procedures and ensuring the bank meets compliance requirements.
- Manage upcoming changes in the regulatory landscape as it affects the bank.

HMDA Reporting

- Oversees all HMDA documentation and LAR reporting.

Manual Monitoring/internal audits/exams

- Oversees and manages the compliance exams process.
- Complete/Review internal compliance monitoring.
- Oversees remediation for issues identified in internal monitoring.
- Communicate findings and remediation plans with supervisors/executives/Board as necessary.

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- Prepares document requests and answering questions during independent audits and exams.

CRA Oversight

- Plans and conducts CRA Committee meetings.
- Conduct review of CRA related loans, investments, services.
- Oversees the bank's CRA program and ensure the bank's compliance for community development loans, services, and donations.

Training

- Assist in preparing/presenting compliance related training for all employees.
- Ensure all applicable employees and Board members receive annual training by tracking attendance records and quizzes.
- Participate in advanced training courses related to compliance and internal monitoring as available.

Required Qualifications / Skills / Abilities:

- Bachelor's Degree or equivalent experience.
- At least 3+ years compliance, CRA and/or banking experience.
- Proven knowledge of compliance and regulatory laws, regulations, rules, policies and procedures in the financial services industry.
- Advanced problem-solving skills.

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