



Compliance Associate

Job Summary: Assists the Chief Compliance & Risk Officer (“CCRO”) with the administration and coordination of the Bank’s Compliance and CRA Programs. Uses specialized knowledge to evaluate the Bank’s needs and works with the CCRO to set CRA goals and targets. Reviews CRA loans, investments, activities, and donations. Identifies and facilitates CRA activities; monitors, assesses, and reports Bank’s CRA performance to the CCRO. Updates the CRA public folder. Provides CRA subject matter expertise, guidance, and technical assistance. Assists the CCRO with compliance functions such as vendor risk assessments and due diligence, marketing material review, and training assignments Provides audit and exam support. Participates in and reports in Compliance and Enterprise Risk Management Committee (“CERMC”) and CRA Committee meetings. Performs other projects as assigned by the CCRO.

- Prepares agenda and documentation for CERMC Committee meetings. Participates in meetings and may chair meetings in the absence of the CCRO.
- Reviews marketing and advertising materials for regulatory compliance standards and approves release.
- Coordinates and reviews vendor due diligence and risk assessment process using Risk Director software to ensure that all vendors are appropriately reviewed.
- Assigns online training for both new hires and existing employees. Monitors BVS training assignments for compliance and timeliness and reports results.
- Performs compliance monitoring reviews under the general direction of the CCRO and reports on findings. Identifies findings and makes recommendations.
- Monitors changes in laws, regulations, and policies as well as regulatory best practices impacting monitoring and testing programs and makes recommendations.

Qualifications: Bachelor’s or high school degree and 2+ years of banking experience required, or equivalent combination of education and experience. Compliance experience in vendor management, marketing material review, and compliance monitoring preferred but not required. Should be detail oriented with ability to identify, analyze, plan, monitor, report, and control risk. Must have a base knowledge of banking regulation concepts and their impact to the Bank as a whole. Ability to understand the logical connection between Bank business policies and compliance regulations. Proficiency in Excel required. Strong written and verbal communication skills required.

TO APPLY:

If you would like to apply, please submit your resume via email at careers@sbical.com or Fax: 213.489.4560.