



Job Posting

Job Title: Compliance Officer/Internal Audit

Location: St Peter, Mankato, or Belle Plaine

Posting Date: April 11, 2023

Job Summary

This position oversees the compliance functions of the Bank by establishing policies and procedures for all employees to follow and acts as liaison with external auditors and examiners for remediation of audit findings.

Primary Duties and Responsibilities

- Develops, administers, and monitors a program that ensures the bank's compliance with laws, regulations and rules governing banking.
- Develops and maintains compliance policies. Conducts training as necessary.
- Works with outside auditors to develop and perform an annual risk-based audit schedule.
- Reviews advertisements and new products to ensure compliance.
- Serves as the Bank's BSA/OFAC Officer and administers the BSA Program.
- Reviews large dollar and potential suspicious activity and ensures proper documentation and reporting on CTRs and/or SARs.
- Coordinates the CRA program for all branches and ensures the program complies with all laws and regulations.
- Coordinates the SAFE Act program for all branches along with the registration of the mortgage loan originators.
- Coordinates with all departments for audits, training, and procedures to ensure compliance for all additional required compliance/regulatory programs such as HMDA, Fair Lending, etc.
- Coordinates with External Auditors to communicate high risk areas, corrective actions, and supply a written summary for the Board.
- Works with department managers and staff to ensure corrections to procedures or processes are implemented to resolve any violations or recommendations.
- Coordinates and maintains records of employee compliance training to ensure all required training is completed and documented.
- Develop and execute an internal audit plan and report all results to the Board of Directors.
- Coordinate with staff in completing monthly, quarterly, and annual audits of the various components of the bank's risks.
- Completes all reporting requirements to agencies or other parties as required by regulation or policy.
- Other tasks as assigned.

Qualifications

Education/Experience

- Bachelor's Degree in finance, management, or related field preferred, and
- At least 3 years of compliance or audit experience in banking, finance, or similar field required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of audit and regulatory compliance.
- Excellent communication skills.
- Ability to multi-task with attention to detail.
- Possess skills necessary to analyze complex problems.
- Capable of reading, analyzing, and interpreting common banking regulations, financial reports, and legal documents.
- Computer skills necessary to operate software within the department.

First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status, and all other protected statuses.