



**CENTRAL BANK ILLINOIS
POSITION AVAILABLE**

POSITION: Compliance / BSA Specialist
POSTED: April 21, 2025
LOCATION: Open
FSLA STATUS: Non-exempt Hourly
STATUS: Full Time
JOB LEVEL: III
DEADLINE: Wednesday, April 23, 2025 at 4:00pm to
Kendra Egland – BSA/AML Compliance Officer

The person filling this position is expected to perform all of the duties and responsibilities as defined within the job description following. Therefore, it is essential that a person's qualifications meet the necessary requirements of the position. The Compliance / BSA Specialist position is a Job Level III, full time, non-exempt hourly role with a 2025 salary range of \$16.23 to \$28.45.

If you are interested, please review the position description and submit these two items:

1. A written cover letter to include a brief summary of your interest in the position, also detailing your qualifications, experience and education/training that correlate to the position requirements.
2. A current resume.

Letters of interest with resume attached must be submitted to **Kendra Egland, BSA/AML Compliance Officer and will be accepted until 4:00pm on Wednesday, April 23, 2025.** We will then evaluate the applications and make considerations for interviews for the position.

Please remember that the applicants not selected may be disappointed. Not being selected does not mean that you are not performing in your present position. Also, your application will not be considered dissatisfaction with your existing position.

CENTRAL BANK ILLINOIS

JOB TITLE: Compliance/BSA Specialist
DEPARTMENT: Compliance
DATE: February 15, 2017
REPORTS TO: BSA/AML Compliance Officer
LOCATION: Open
FLSA STATUS: Non-exempt Hourly
JOB LEVEL: III

FUNCTION OF THE JOB:

Performs a variety of Bank Secrecy Act administrative duties related to the compliance of the regulation. Assist Compliance Officer with operational and administrative duties related to the bank's overall compliance program.

MAJOR DUTIES & RESPONSIBILITIES:

1. Daily review of all Core BSA reports.
2. Works within the BSA software on a daily basis to review suspicious activity that is detected. Reporting suspicious activity to compliance officer for review and if a SAR is warranted, files the appropriate forms.
3. Reviews daily potential CTR transactions. Completes and files all CTR's as required.
4. Bi- weekly is responsible for loading the 314A list in the BSA software and work the potential hits for positive reporting. Responsible for reviewing internal documentation of wire transfers and official checks for potential 314A hits. Also provides 314 A list to the Trust Department in format that will load into the Trust software system.
5. Review daily any potential hits on the OFAC list.
6. Review BSA software daily reports for potential Deposit fraud; check kiting, inactive account fraud, new account fraud, stolen check fraud, wire fraud and debit card fraud.
7. Attend training to keep abreast of changes affecting the BSA/AML regulations.
8. Assist the compliance officer with administration of the compliance program as needed.
9. All other duties as assigned by management.

KNOWLEDGE AND SKILLS ESSENTIAL FOR SUCCESSFUL JOB PERFORMANCE:

1. Ability to operate a Personal Computer and familiar with operating in programs such as Word, Microsoft Office, Excel, BSA software efficiently.
2. Ability to define problems precisely and clearly.
3. Ability to work under pressure to meet deadlines.
4. Basic knowledge of filing systems and office procedures.
5. Requires logical thinking, attention to detail, accuracy and ability to coordinate and organize work duties.
6. Ability to grasp new information and retain it.
7. Must be trustworthy and discreet regarding confidential information.
8. Ability to communicate tactfully and effectively with fellow employees.

9. Ability to work without a high degree of supervision.
10. Ability to accurately tabulate and compile statistical data.
11. An Associate's Degree, preferably in business or finance or a related field, or over two years through five years of banking related experience.