
Compliance Officer

Full Time, Exempt

Reports to Internal Audit Manager

November 12, 2021

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

Position Summary

The Compliance Officer (CO) is jointly responsible for administration and execution of the regulatory compliance program of the bank. Additional duties include implementing action plans resulting from audit or examination reports, partnering with appropriate staff in the execution of compliance responsibilities, performing research on compliance issues relating to bank products & services, and keeping the bank apprised of regulatory changes. The CO also ensures Management, and the Board of Directors are continuously informed of all aspects of the bank's compliance activities, including an evaluation of the bank's compliance risk exposure.

Essential Duties

- Compliance Management System Administration:
 - Co-Administer and monitor the Compliance Management System that ensures the Bank's compliance with all laws and regulations applicable to its operations and product offerings.
 - Research, analyze, and draw conclusions related to all federal and state rules and regulations and their applicability to Bank products, services, and systems.
 - Maintain a strong awareness of company goals, regulatory and legislative developments, and industry trends.

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Compliance Officer

- Serve as primary in-house subject matter expert to provide compliance advice and guidance to all bank staff, addressing any compliance questions.
- Assist with the development of new products and services, or modifications to existing ones, to identify any compliance related issues or new compliance requirements.
- Support various task forces or discussion groups to address compliance related issues and develop enhancement strategies.
- Co-Chair the Compliance Committee.
- Report on a regular basis to Executive Management and the Board of Directors regarding the status of the Compliance Program. Provide Management with process improvement recommendations, as necessary.
- Compliance Communication and Training
 - Oversee all compliance related communication and ensure such communication is comprehensive, accessible, current, and appropriate for all employees.
 - Develop, revise, and implement Bank-wide compliance policies and procedures and address various compliance issues.
 - Establish and implement an annual compliance training schedule/program for all bank staff, Management, and the Board of Directors.
 - Work with department managers to ensure that compliance topics are covered in procedure manuals.
- Compliance Reviews and Monitoring
 - Conduct periodic, in-depth compliance monitoring reviews, issue reports of findings and recommendations to department management, and summary reports to Executive Management and the Board of Directors.
 - Serve as the Bank's representative to Federal and State regulators with respect to Bank compliance, including management of regulatory compliance examinations. Assemble information for examinations, conduct post-examination follow up, prepare responses to examination reports, and oversee corrective actions.
 - Assist department managers to make improvements to operating procedures or systems to correct any operational deficiencies found in internal reviews and audits, or regulatory examinations.
 - Review advertisements and marketing materials, prior to publication, to ensure compliance. Keep a tracking log of all approved advertisement and marketing materials.
- Vendor Management
 - Performs third-party due diligence on new vendors.
 - Performs monthly monitoring of vendors for compliance to regulatory and Seattle Bank requirements.

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Compliance Officer

- Supervises the Bank's record retention and disposal program.
- CRA Program Administration
 - Maintain the bank's Community Reinvestment Act program.
 - Provide annual CRA training and communication to all staff.
 - Ensure that the bank's CRA Public File is current, accurate, and made available as required.
 - Maintain the bank's complaint file and public comments relating to the bank's CRA performance.
 - Conduct periodic reviews and assessment of CRA activity and compliance and report results to the bank's Compliance Committee, Executive Management, and the Board of Directors.
 - Review for accuracy and file the annual CRA LAR before deadline.
- Privacy
 - Maintain the bank's Privacy Policies and Procedures.
 - Partner with the bank's Human Resources and IT departments to conduct quarterly and annual training of bank staff and provide direction and support as needed.
 - Oversee annual distribution of privacy policy to bank customers.

We'd love to hear from you if you have:

- Bachelor's degree (BA) from a four-year college or university, and five years related experience and/or training; or equivalent combination of education and experience. Work related experience should consist of an audit or compliance background in financial institution operations, lending, and financial reporting.
- Advanced knowledge of related state and federal banking compliance regulations. CRCM and/or CAMS designations preferred.
- Excellent organizational and time management skills, with the ability to provide leadership, supervision and training for employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills.
- Exceptional verbal, written and interpersonal communication skills.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

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Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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