

Chain Bridge Bank, N.A.



Job Title: Commercial Compliance Assurance Specialist

Department: Commercial Banking

Job Location: Hybrid/Onsite, McLean, VA (just outside Washington DC)

Reports to: Chief Commercial Banking Officer

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A., headquartered in McLean, Virginia, is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services, including traditional deposit accounts, mortgages, and loans, as well as trust and wealth management services. The bank integrates personal service with technology and strictly complies with financial and regulatory standards.

Commercial Compliance Assurance Specialist at Chain Bridge Bank, N.A.

We are actively seeking a detail-oriented individual with an interest in bank compliance and due diligence matters to join our team as a Commercial Compliance Assurance Specialist. This role involves ensuring compliance with regulatory standards through the detailed review of entity documentation, due diligence processes, and account activity monitoring. The ideal candidate will excel in analyzing complex documentation, identifying risks, and collaborating with teams to address compliance concerns. A strong commitment to accuracy, regulatory adherence, and effective communication with employees and clients is essential to succeed in this role.

Compensation

The bank offers competitive pay, a comprehensive benefits package, and participation in the Chain Bridge Bank, N.A. Incentive Compensation Plan. Training and career development opportunities are also provided.

Key Responsibilities

Entity Documentation:

- Monitor entity documentation and ensure document filings are correct and complete
- Review language on entity documentation to ensure it is consistent with the account opened;
- Ensure entity and signer information is filed correctly for compliance and audit reviews;
- Follow up with account officers to make necessary corrections.

Due Diligence:

- Assist with front end due diligence on banking relationships
- Ensure BSA risk rating information entered into CDD/ADD system;
- Follow up with account officers if more info needed;
- Review negative news articles from business intel system background checks and make appropriate recommendations to Commercial Teams;
- Engage with BSA and Compliance Team for identified issues that need to be escalated for further review.

Account Review:

- Work with Team on entities/individuals needing Enhanced Due Diligence
- Review additional materials from more detailed intel search;
- Assist Team with EDD questions and reviewing responses for decisioning;
- Engage with BSA and Compliance Team on issues warranting further escalation.

Activity Review:

- Check account activity for new entities after 90 days of opening to determine if adjustments to ADD data should be adjusted
- Coordinate with BSA/Compliance Team on review of activity outside of documented range of transaction volumes or amounts;
- Work with account officer on gaining clarity on such abnormal activity from client.

Other Duties:

- Provide regular updates to Chief Commercial Banking Officer and National Banking Manager on clients/accounts being monitored or identified as having concerns
- Coordinate with Chief Commercial Banking Officer and National Banking Manager on relevant compliance trainings for the Commercial Teams
- Other duties as assigned

Qualifications

Skills & Qualifications:

- Ability to evaluate complex documentation and identify inconsistencies
- Strong problem-solving capabilities for assessing due diligence and account reviews.
- Experience using Customer Due Diligence/Account Due Diligence (CDD/ADD) systems, document management software, and banking compliance tools is a plus
- Familiarity with Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Know Your Customer (KYC), and Customer Due Diligence (CDD) requirements.

Education & Experience:

- High school diploma, or a bachelor's degree in a relevant field.
- Professional certifications in compliance are highly desirable
- Working knowledge of industry standards and guidelines related to account documentation and compliance in banking
- Equivalent industry experience in lieu of a degree will be considered, with a preference for candidates who have demonstrated a strong track record of success in the field.

How to Apply:

Please submit a resume and cover letter in PDF format to HR@chainbridgebank.com. We encourage highly qualified candidates to apply and look forward to reviewing your application.

Additional Information

Complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments.

Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation. Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program made available to all employees.