

Chain Bridge Bank, N.A.



Job Title: BSA AML Analyst

Department: BSA

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

Reports to: VP & BSA, Security & OFAC 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.

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:

- **Daily Monitoring:** Review and analyze transaction data to identify unusual or suspicious activities; investigate as necessary.
- **Account Reviews:** Perform thorough reviews of new accounts to ensure timely documentation of Customer Identification Program (CIP) information, Account Due Diligence (ADD) information, and customer Due Diligence (CDD) information.
- **Compliance Reporting:** Review OFAC and 314A reports and assist with 314(b) requests.
- **High-Risk Accounts:** Monitor and document activities in high-risk accounts and maintain the High-Risk List.
- **Currency Transaction Reports (CTR):** Monitor daily cash activities and complete CTRs as required.
- **Risk Rating:** Ensure appropriate risk ratings are completed for each client at account opening and throughout the entirety of the client relationship.
- **Enhanced Due Diligence (EDD):** Ensure that EDD processes are completed for high-risk accounts.

- Fraud Monitoring: Assist in identifying and investigating suspicious activities using BSA AML software.
- Suspicious Activity Reports (SARs): Support the BSA Officer in completing SARs.
- Training & Audits: Participate in required compliance training and assist in preparing for audits and updating risk assessments.
- Additional Duties: Perform other duties as assigned to support the compliance team.

Qualifications:

Skills & Qualifications:

- Attention to Detail: Meticulous and accurate in analyzing data and documentation.
- Problem-Solving: Strong analytical and judgment skills.
- Communication: Excellent written and verbal communication skills.
- Technology: Proficiency in Microsoft Office and other relevant software.
- Self-Motivation: Ability to work independently and manage multiple tasks effectively.

Education & Experience:

- Education: High School diploma required; college degree preferred.
- Experience: Minimum of 3 years of experience in BSA investigations or banking, with knowledge of BSA regulations.
- Regulatory Knowledge: Familiarity with the BSA, USA PATRIOT Act, FinCEN guidance, and related regulations.

Compliance Commitment:

- Adhere to all internal policies and regulatory requirements to maintain the Bank's safety, soundness, and compliance.
- Participation in required compliance training and adherence to the Bank's Compliance Management Program are essential for performance evaluation and eligibility for annual incentive compensation.

How to Apply:

Please submit a resume, cover letter, and transcripts 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.