Cashmere Valley Bank

BSA Support

Location: Cashmere, WA	Job Status: Full Time
Department: Bank Secrecy Act (BSA)	Reports To: BSA Officer/AVP
FLSA Status: Non-Exempt	Amount of Travel Required: None
Grade/Level: $23.04 - $31.29	Positions Supervised: None
Work Schedule:	
Available to work Monday through Friday from 8:00 am to 5:00 pm with overtime as necessary.	

POSITION SUMMARY
Review periodic Bank Secrecy Act (BSA) monitoring Reports.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement
To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)
- Review various daily and weekly system generated reports for large currency transactions. Review branch generated currency transaction reports (CTR) for proper completion and file in a timely manner. Monitor and maintain the bank's list of exempt accounts and file required reports to appropriate regulatory agencies in a timely manner.
- Review and monitor system generated OFAC reports and research potential name matches. File required reports to the appropriate regulatory agencies when necessary.
- Review and monitor system generated reports for suspicious activity or money laundering. Document and maintain findings. Work with BSA Officer to file necessary reports if appropriate.
- Monitor and provide research on requests received from the Financial Crimes Enforcement Network (FINCEN) **or law enforcement**.
- Review and monitor monetary instrument log from bank's internal system. Monitor report for compliance with the bank's customer identification program (CIP). Support the BSA Officer in maintaining compliance with the BSA Program.
- Maintain the bank's software platform used for Bank Secrecy Act purposes and review software generated monthly, quarterly and annual reports.
- Ability to learn and retain consumer compliance regulations.
- Has extensive contact with branch staff and other ancillary departments.
- **Adhere to all policies, procedures and regulatory compliance requirements for Cashmere Valley Bank.**
- **Regular attendance is essential.**
- Model and uphold the Mission Statement of Cashmere Valley Bank.
- Other duties as assigned. Job descriptions and duties may be modified if deemed necessary by management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality - Keep all customer financial information strictly confidential.
- Customer Service - Ability to demonstrate continuous quality customer service to internal and external customers.
- Decision Making - Ability to make critical decisions while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Multi-task - Ability to prioritize, manage and perform multiple tasks as warranted.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Professionalism - Practice a high degree of professionalism with a positive attitude.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Team Player - Contribute to an overall team effort by being an effective team player.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Training - Successful completion of all in-house and off-site training as required.

SKILLS & ABILITIES

Education:	High School Graduate or General Education Degree (GED): Required
Experience:	None
Computer Skills:	Ability to learn and utilize Word and Excel spreadsheets.
Certifications & Licenses:	
Other Requirements:	

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	N
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

Other Physical Requirements

- Vision (Near, Distance)

WORK ENVIRONMENT

Cashmere Valley Bank's work environment is generally considered low risk in environmental conditions such as extreme noise, heat, cold or atmospheric exposures. The possibility for personal injury is low.

Prepared by:	HR Department	Date: 2/3/2025
Employee Signature:		Date:

Supervisor/ Manager
Signature: _____   Date: _____