

Marion County Bank Job Description

Job Title: Compliance Officer

POSITION SUMMARY:

The Compliance Officer ensures Marion County Bank's operations are in compliance with all State and Federal laws and regulations, and internal policies. Responsible for staying current on changes to regulations and compliance matters, communicating updates to those impacted, serving as the resource for compliance related and internal audit matters, recommending changes and updates for discussion by leadership when appropriate, working with management to solve compliance challenges and leading implementation of changes required to ensure the soundness of the bank's operations. Compiles reports detailing conclusions and providing recommendations for improvement. Assists auditors and examiners as necessary to assist them in completing their reviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Essential duties and responsibilities are intended to describe those functions that are essential to the performance of this position.*

- **Regulatory Compliance:** Stay up to date with all applicable federal and state banking regulations, ensuring the bank's policies and procedures align with current laws and regulations.
- **Policy Development:** Develop, review, and update compliance and internal audit related bank policies and procedures to ensure they are in line with changing regulatory requirements.
- **Training and Education:** Develop training programs to ensure that bank personnel understand and adhere to compliance policies and procedures.
- **Risk Assessment:** Conduct risk assessments to identify potential compliance risks and develop strategies to mitigate those risks effectively.
- **Incident Reporting:** Manage the reporting and resolution of compliance incidents or violations, including coordinating with the appropriate authorities when necessary.
- **Monitoring and Reporting:** Regularly monitor and assess the bank's compliance with applicable laws, regulations, and internal policies and provide reports to senior management, Board, and regulatory agencies.
- **Compliance Documentation:** Maintain comprehensive records of compliance activities, including audit results, corrective actions, and any other relevant documentation.
- **External Relations:** Serve as a liaison with regulatory agencies, auditors, and examiners during compliance examinations and audits.
- **Compliance Advisory:** Provide guidance and recommendations to bank personnel on compliance-related matters.
- **Compliance Committee Chair and Internal Audit Committee Chair:** Organize and lead the monthly compliance committee meetings and provide minutes of the meetings for the Board of Directors.

OTHER DUTIES:

- As a part of the overall team of bank employees, this position may be requested to assist in the support of other bank activities.
- Participate in outside civic activities that enhance the bank, personal growth, and the community.
- Actively upholds Marion County Bank's vision, mission and values, encompassing mutual respect, honoring commitments, working with integrity and accepting responsibility for own actions.
- Has a strong commitment and dedication to exceptional internal and external customer service.
- Diligently protect confidential information and assist the Bank in ensuring that all confidential and sensitive information is handled appropriately.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business or finance or equivalent experience in business related field.
- Minimum of 5 years of financial institution risk and compliance experience. Advanced degrees or certifications in compliance are preferred.

To perform the job successfully, the following competencies should be demonstrated:

- Communication – Excellent written and verbal communication skills to communicate with all levels within the organization outside the organization with regulators and examiners while maintaining strict confidentiality.
- Strong decision making, sound judgement, analytical abilities with attention to detail and accuracy.
- Initiative and Independence – seeks out new tasks and opportunities to expand abilities and solve problems. Ask for and offers help when needed. Demonstrates enthusiasm, independence and persistence to solve problems.
- Time management – completes work and training according to established timelines. Able to prioritize to make best use of time for high priority tasks.
- Adaptability – Flexible and open to change; sees it as an opportunity.
- Technology systems – Must understand the day-to-day processes for systems in the bank as they apply to the job.
- Teamwork – Exhibits objectivity and openness to other's views. Gives and welcomes feedback. Can be depended on to complete assigned tasks.
- Professionalism – Punctual in reporting for work. Projects a professional image in dress, manner, communication and focus.
- Organizational Support – Follows policies and procedures. Completes required training in advance of deadlines. Attends staff and training sessions as required. Supports organization's goals and values.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. Vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The working environment is generally favorable with standard office equipment available. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Marion County Bank provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.