



Position Title:	Compliance Analyst
Date:	January 15, 2025
Department:	Compliance
Location:	Oklahoma City Branch
Supervises:	None
Reports To:	Compliance Officer
FSLA Status:	Non-Exempt
Pay Range:	\$50,000-55,000

Summary of position:

The Compliance Analyst plays a role in ensuring the company adheres to regulatory requirements. This entry-level position involves assisting the Compliance Officer in monitoring the bank's compliance program, conducting audits, identifying potential risks, and analyzing data to support informed decision-making to ensure efficiency and effectiveness of the bank's Compliance Management System. The Compliance Analyst will assist the Compliance Officer in implementing new or revised laws and regulations, researching compliance questions, assist with monitoring compliance training, and aid in maintaining the bank's policies.

Key job functions: *(Includes current duties, primary objectives, and responsibilities which are critical to the successful performance of the position)*

- Conduct internal monitoring for HMDA data integrity.
- Assist in the development, implementation, and maintenance of Policies and Procedures.
- Assist with tracking bank compliance training.
- Assist in maintaining and updating compliance and risk management frameworks.
- Support the compliance risk assessment process by assisting in gathering relevant data, identifying basic compliance risks, and proposing mitigating measures.
- Collaborates in the gathering of documentation and information requested by internal and external auditors, as well as examiners.
- Engage in ongoing training to stay current on compliance trends, changes in regulations, and laws.
- Assist with researching and responding to compliance-related questions.
- Travels to branches, as needed.
- Assist in creating reports and writing minutes for applicable compliance committees
- Assist with administrative duties regarding the enterprise risk management function
- Perform additional assignments and duties as required.

Qualifications:

- Strong integrity and commitment to high ethical standards
- Ability to understand and communicate policy and procedures consistently, knowing when to seek guidance.
- Adaptable to change, and ability to handle confidential and sensitive information with appropriate discretion
- Strong interpersonal skills and ability to work effectively with team members across departments
- Excellent communication skills, both oral and written
- High attention to detail, analytical skills, and a proactive approach to problem solving
- Excellent organizational and computer skills
- Ability to read, analyze and interpret government regulations.
- Proactive in identifying issues and finding solutions to maintain compliance standards

Education and Experience:

- Bachelor's degree from four-year college or university preferred
- Minimum 2 years banking industry experience

Physical Demands: These physical demands are generally representative of the position.

- Hearing, speech, close vision
- Sitting, including computer use
- Driving with own transportation to other branches for meetings/workshops
- On occasions, may be required to lift and/or move up to 25 pounds
- Job responsibilities may include standing, walking, lifting, kneeling, and crouching

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