



Position Title:	Compliance Officer
Date:	February 26, 2025
Department:	Compliance
Location:	Oklahoma City Branch
Supervises:	Compliance Analyst
Reports To:	Chief Risk Officer
FSLA Status:	Exempt
Pay Range:	

Summary of position:

The Compliance Officer is responsible for assessing, developing, implementing, maintaining, and monitoring the bank's compliance program to ensure that each functional area of the bank achieves and maintains compliance with all applicable banking laws and regulations. The Compliance Officer will coordinate with the Chief Risk Officer and assist with regulatory examinations. The Compliance Officer will also analyze and disseminate new or revised laws and regulations, research compliance issues, monitor and assign compliance training, and maintain the bank's overall compliance policies and procedures, including preparing revised policies when needed. The Compliance Officer will be responsible for conducting internal compliance monitoring and audits. The Compliance Officer will be responsible for supervising Compliance Analyst.

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

- Oversee the bank's compliance function
- Develops, administers, and monitors programs that ensure the bank's compliance with federal and state laws and the adequacy of internal compliance processes
- Research federal and state banking laws and regulations, reviews the bank's policies and procedures and ensures the bank's compliance with applicable laws and regulations
- Analyzes new rules and regulations to assess their impact on the organization
- Provide assistance related to compliance laws and regulations to management and staff
- Collaborates in the gathering of documentation and information requested by internal, external, and regulatory auditors and authorities related to an audit, examination, or inquiry
- Administers online compliance training program ensuring required compliance training is completed by all employees
- Participates in the bank's Audit/SAR/Technology/New Products committees
- Conducts internal compliance monitoring and compliance audits

- Engages in ongoing training to stay current on compliance trends
- Supervises the work of compliance analysts
- Travels to branches, as needed
- Other duties as assigned.

Qualifications:

- Working knowledge of banking regulations
- General knowledge of all financial institution policies and procedures
- Ability to read, analyze and interpret government regulations.
- Above average communication skills, including written, verbal, and coaching
- Excellent organizational and computer skills
- Able to work in a team environment and coordinate projects to improve bank policies, procedures and other tasks as the regulatory environment changes.

Education and Experience:

- Bachelor's degree from four-year college or university; or five years related experience preferred
- Minimum 5 years banking industry experience with at least 3 years in a compliance related role
- CRCM designation or federal regulator commission

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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