

**VERABANK
JOB DESCRIPTION**

JOB TITLE: Bank Secrecy Act/Fraud Clerk

DEPARTMENT: Fraud/BSA

INCUMBENT:

SUPERVISOR: Fraud Supervisor

FLSA STATUS: Non-Exempt

DATE: May 19, 2023

JOB PURPOSE

Responsible for performing review functions related to the Bank's fraud prevention and detection program to minimize loss to the Bank and its customers. Investigates and documents suspicious transactions which includes check transactions, debit and ATM cards, ACH and Internet banking. Responsible for accurately and efficiently working scenarios in VeraBank's risk review and BSA Systems to mitigate fraud losses and ensures compliance with the Bank Secrecy Act.

DUTIES AND RESPONSIBILITIES

1. Reviews accounts and reports for check kiting, fraud, OD accounts and suspicious activity to minimize loss to the bank.
2. Reviews IATs to determine risk levels of possible hits to names on the OFAC listing.
3. Monitors mobile deposit activity.
4. Reviews fraud prevention system on daily bases to identify suspicious transaction and communicates findings to supervisor.
5. Reviews daily fraud reports to minimize loss to bank.
6. Monitors and works alerts and cases in BAM+ and BSA Manager programs.
7. Reviews check images in Image Centre Risk Review for possible fraud on accounts.
8. Assist with the CTR filings.
9. Assist with CIP documentation.
10. Assist with Centrix disputes
11. Report suspected Elder Abuse cases
12. Code employee accounts and work employee overdraft report
13. Order supplies

CONTACTS

Daily contact with bank customers, supervisor, co-workers, other bank departments and managers.

SPECIFIC REQUIREMENTS

1. High school diploma or equivalent experience.
2. Two to five years bank operational experience.
3. Excellent oral and written communication skills.
4. Excellent customer service skills.

PREFERRED REQUIREMENTS

1. Knowledge of BSA regulations.
2. Prior teller experience.
3. Familiar with the bank's core accounting system.
4. Ability to work independently and as a team with excellent time management skills.
5. Knowledge of personal computer and related word processing and spreadsheet software.
6. Detail oriented.
7. Knowledge of various banking departments.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Department/Division Manager

Date

Date