



## Job Opportunity

The following job opening with Peoples Bank and Trust is currently available.

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### POSITION TITLE

BSA / Compliance / Audit Specialist (Full Time, Non-Exempt)

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### ROLE

This position is responsible for completing and reviewing reports related to the Bank Secrecy Act (BSA) function. This position will also prepare, review and communicate results of audits to the appropriate management.

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### ESSENTIAL FUNCTIONS

#### Compliance

- Manage the resolution of compliance issues related to teller and customer service functions
- Monitor high risk customer accounts on a monthly basis
- Review Kiting Suspect Report daily
- Create and update disclosures as needed
- Complete FinCEN314(a) report bi-weekly
- Assist the BSA or Compliance Officers with fraud research and with gathering information for trainings and bank examinations
- Access the BSA electronic filing system and review filings as needed
- Assist the BSA or Compliance Officers with trainings as needed
- Process garnishments and levies

#### Audit

- Conduct and report required compliance audits per bank policy
- Conduct surprise monthly cash audits for all branches at least annually
- Compile results of audits and report findings to the Compliance Officer
- Follow through with branch in coordination with necessary management on any recommendations made as a result of audit
- Complete signature card and IRA folder audits as necessary
- Audit disclosures and account set-up
- Regularly retrieve various library and DCI Analytics reports

Various other responsibilities as assigned by supervisor

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### QUALIFICATIONS

**EDUCATION/CERTIFICATION:** High school diploma or equivalent required  
Bachelor's degree in related field, or equivalent relevant experience

**REQUIRED KNOWLEDGE:** Complete understanding of PBT's compliance, internal audit and internal control policies and requirements, understanding of PBT's deposit systems and functions and knowledge of common research practices involving compliance and audit topics

**EXPERIENCE REQUIRED:** 2+ years banking experience preferred

**SKILLS/ABILITIES:** Attention to detail, strong written and verbal communication skills, self-motivation, self-management, ability to consistently follow through on tasks, problem solving, organized, analytical, interpersonal, time management, computer literacy and strong ability to multi-task, good independent judgment and high degree of integrity

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### **How to Apply:**

All interested individuals are welcome to apply for this job opportunity. In order to apply, you may complete one of the following options:

- Submit your application using the following web-link:  
[https://form.jotform.com/SyndeoHRO/PBT\\_Application](https://form.jotform.com/SyndeoHRO/PBT_Application)
- Notify the bank of your interest via email at PBTNewHire@syndeohro.com