



Job Posting

POSITION TITLE	Compliance Officer
DEPARTMENT / LOCATION	Operations Center – Palm Valley Blvd.
SALARY	Commensurate with Experience
FLSA STATUS	Exempt
POSTING DATE	05/01/2019

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

GENERAL DESCRIPTION/PURPOSE:

Responsibilities of the Compliance Officer include, but are not limited to, the implementation, maintenance, and administration of the Bank's compliance program to ensure adherence and conformity with all federal and state laws and regulations.

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

DUTIES AND RESPONSIBILITIES:

- Lead the Bank's Compliance Department and manage all functions related to compliance.
- Monitor internal controls and levels of compliance in high risk areas such as deposit operations, currency transaction reporting, lending, etc. and coordinates with the department managers to establish strategies for correcting any deficiencies found during the monitoring or auditing process.
- Prepare periodic reporting of compliance monitoring results.

- Along with Senior Management, develop, review, and update policies as appropriate. Policies include, but are not limited to, Audit, Compliance, CRA, BSA, Privacy, Fair Lending, and more.
- Maintain comprehensive and up to date knowledge of banking regulations to ensure that all procedures are followed in accordance with Bank policy as well as State and Federal regulation.
- Evaluate and determine the impact of current and new legislation, rules, and regulations on the bank, and its products and services.
- Ensure that all compliance processes are documented and meet the needs of the bank and those who rely on the information for decision making and support purposes.
- Assist in implementing procedures to comply with new regulations or changes to existing regulations.
- Act as compliance resource to answer questions posed by bank employees.
- Conducts / coordinates compliance training with department managers and bank staff.
- Conduct follow-up reviews of operational, or regulatory compliance deficiencies noted during audits.
- Inform Senior Management and report to the Board of Directors on compliance related issues.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- High school graduate or equivalent. Preferred, but not required college degree
- Minimum of 7 years banking experience including a general knowledge of branch operations, operational processing, and general compliance experience
- Minimum of 4 years banking compliance experience
- Professional Certification "CCBCO" or similar
- Excellent verbal and written communication skills
- Ability to organize and manage multiple priorities
- Ability to maintain composure under pressure
- Ability to work efficiently and accurately in an atmosphere of frequent interruption
- Ability to read, understand and carry out verbal and written instructions and to request clarification when needed
- Proficient in arithmetic, bank practices and procedures
- Must be team oriented and have the ability to work with other personnel collaboratively
- Ability to be self-motivated person.
- Excellent typing and work processing skills.
- Ability to fluently speak, read and write in English
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner
- Ability to operate a computer and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to speak Spanish

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 duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS PACKAGE:

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, and EAP. You can learn more about R Bank and our services at www.rbanktexas.com.

APPLY:

If you meet all of the minimum qualifications for this position and would like to apply, please email updated resume to HumanResources@RBankTexas.com or you may upload via www.rbanktexas.com.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status or disability.