



Vice President/ Compliance & BSA Officer

Operations Center, 371 Summer Street, Somerville, MA 02144

VP/Compliance & BSA Officer Responsibilities:

Under the direction of the SVP Human Resources/Retail Operations and SVP/Chief Lending Officer serves as the Bank's Vice President/Compliance & BSA Officer. This position will organize and direct the Bank's Compliance Management System, BSA/AML/OFAC compliance, retail and lending compliance and oversee Security requirements under the Bank Protection Act, including ensuring established policies and procedures are followed in conformance with Bank objectives.

Primary Responsibilities:

- Keeps informed relative to changes to compliance laws and regulations, secondary market investor underwriting, bank policies and procedures to insure that staff is informed and trained of same.
- Serves as the Bank's Compliance and BSA Officer; develops, administers and monitors programs that ensure the bank's compliance with laws, regulations and rules governing operations and product offerings.
- Oversees and ensures compliance of the Bank Secrecy Act (BSA) Program including the USA PATRIOT Act, Anti-Money Laundering (AML), Office of Foreign Asset Control (OFAC)/FinCEN, Customer Identification Procedures (CIP) laws and regulations. Compliance oversight includes timely submission of Suspicious Activity Reports, monitoring and tracking high-risk customers and accounts, managing required filings for Currency Transaction Reports (CTRs) and exemptions, submitting reports to the Board of Directors, and annual staff training. Interacts and advises branch and department personnel on all aspects of retail compliance, BSA/AML/OFAC and Security policies and procedures.
- Oversees and ensures compliance for Expedited Funds Availability (Reg. CC), Privacy/GLBA/501B, Unlawful Internet Gambling Enforcement Act (Reg. GG), Electronic Funds Transfer Act (Reg. E), Truth in Savings (Reg. DD), ACH, Overdraft Protection Program, and Wire Transfers. Reviews, updates and implements clear and accurate disclosures and maintains appropriate policies and procedures.
- Oversees and ensures compliance of all lending laws and regulations, including, but not limited to the Equal Credit Opportunity Act (Reg. B), Home Mortgage Disclosure Act (Reg. C), Fair Credit Reporting (Reg. V), Real Estate Settlement Procedures Act (Reg. X), and Truth in Lending (Reg. Z).
- Prepares risk assessments on an ongoing basis and as needed when new products or services are introduced.
- Responsible for regulatory Home Mortgage Disclosure Act (HMDA) reporting.

- Serves as liaison and point of contact for independent auditors and federal regulatory examiners over areas of responsibility. Prepares the periodic audit/examination materials, reports, exhibits, item requests and responds to questions accordingly.
- Administers online staff compliance training and ensures completion by staff within assigned due dates.
- Reviews the Business Continuity Plan annually, to confirm it is up-to-date and accurate as it relates to areas of responsibility. Specifically, any changes to operational conditions and/or vendor.
- Reviews, tests, and works with Operations staff, Core Processing vendor, Verafin and other critical vendors to establish compliance/operational changes relative to new retail products. Manages required compliance disclosure notifications for any new retail products and changes to present products when needed.
- Reviews, tests, and works with Lending staff, Loan Origination vendor, and other critical vendors to establish compliance/operational changes relative to new loan products. Manages required compliance disclosure notifications for any new loan products and changes to present products when needed.
- Evaluates new products and services. Conducts due diligence at inception and ongoing for compliance and as may be required by the Vendor Management Program, (VMP).
- Coordinates and oversees the Bank's Record Retention Policy and Program and ensures timely and secure destruction of bank documents.
- Manages the customer complaint program through timely response coordination and identification of potential systemic issues that may arise.
- Creates reports in the report writing software for various officers upon request and relative to data transmission to Verafin for reliable AML and Fraud alert generation purposes.
- Reviews weekly access reports relative to the setting and disarming of alarms. Administers access to keys, combos, FOBs and adds/deletes users as needed.
- Schedules annual testing of fire alarms (for all locations) which are sent to IT and stored in the VMP in the event of an emergency.
- Monitors the bank-wide Exacq Vision Digital IP video surveillance system and documents and reports Security Incidents, as may be required.

Other Responsibilities Include:

- Participates in a various number of committees for the bank, such as the Information Technology Leadership Committee (ITLC) and the GLBA/Privacy Committee.
- Performs related administrative duties as may be assigned or requested.

This job description is not a contract for employment. The tasks stated are the general and ordinary duties of the position and may be subject to change at any time due to business needs, staffing issues, banking requirements, reasonable accommodation or other reasons. From time to time other duties, both related and unrelated to your job description, may be assigned and, therefore, required and nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Education & Experience:

- Bachelor of Science degree in Business Administration or Business Management
- Five or more years in a Management position
- Recognized relevant certification is desirable
- Excellent organizational skills
- Advanced knowledge of all Microsoft Office programs

Physical/Work Conditions:

In the performance of respective tasks and duties, the employee is expected to successfully perform the essential functions of the position. Reasonable employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. While performing duties the employee is required to sit, bend, walk, talk, hear, pull, push, may be required to lift up to 20 lbs., and will be required to work evenings and/or weekends as the branch schedule dictates, attend remote meetings and/or to travel.

Company Conformance:

In the performance of respective tasks and duties, the employee is expected to successfully perform quality work within deadlines with or without supervision, interact professionally with other employees, customers and vendors (if applicable); work independently and as a team while understanding the necessity for communicating and coordinating work efforts with other employees and organizations and act in the Bank's best interests.

Bank Secrecy Act: ~~

In the performance of respective tasks and duties, the employee is expected to maintain knowledge of and ensure compliance with Bank Secrecy Act regulations and all other regulatory, security and bank policies and procedures.

Privacy:

All personal and financial customer information will be maintained in compliance with laws and regulations designed to secure that privacy. It is expected that all bank employees will comply with the policies and procedures the bank has in place or face discipline up to and including termination of employment.

The Bank offers competitive wages and an excellent benefits package for full time employees, which includes Medical, Health Reimbursement Arrangement, Flexible Spending Account, Dental, Life, Disability, Retirement, a 401(k) plan and Continuing Education Reimbursement. For more information about Winter Hill Bank please visit our website at www.winterhillbank.com.

Interested candidates should forward their resume to:

Winter Hill Bank
371 Summer Street
Somerville, MA 02144
Attention: Christina O'Kane
Fax number (617) 629-3327

or

E-Mail: csokane@winterhillbank.com

Winter Hill Bank is an equal opportunity employer where job applicants will be treated fairly without regard to their race, color, religion, sex, sexual orientation, gender identity and national origin.

EOE- Minorities/Females/Disabled/Protected Veterans.