

## **Compliance Assistant**

**Location:** Cassville  
**Department:** Compliance/BSA  
**Reports to:** Chief Compliance Officer  
**Hours:** Full-time, Monday - Friday

### **Job Summary:**

The Compliance Assistant is responsible for providing operational support to the Compliance Officer and to the department. This position will assist with the implementation of the loan and deposit compliance programs, help with exam and audit preparation, and perform other activities and monitoring to ensure the effectiveness of the compliance program.

### **Essential Job Functions:**

1. Monitor, review, and analyze various reports and software programs.
2. Provide research and investigation support to the Compliance Officer.
3. Assist in development and implementation of regulatory compliance policies and procedures for all branches.
4. Maintain proficient knowledge of the lending and depository rules and regulations.
5. Assist staff with questions pertaining to bank policy, procedures and regulatory compliance.
6. Assist in exam and audit preparation.
7. Complete special projects as assigned.
8. Other duties that may be assigned by the Chief Compliance Officer.

### **Job Requirements:**

- 5 years banking experience, working knowledge of banking compliance is preferred.
- Must be detail oriented and very accurate in the performance of duties.
- Team player willing to assist in other areas when needed.
- Comply with all federal and state regulatory requirements.
- Self-starter who is organized, efficient, and has great time management skills.
- Ability to multitask.
- Excellent oral and written communication skills.
- Ability to communicate in English.
- Excellent work habits, attendance, and ability to follow policies and procedures.

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### **Physical & Environmental Conditions:**

- This position exists in an office environment requiring the individual to perform normal activities including, but not limited to, lifting, filing and retrieving, operating office equipment, etc.
- Must be able to remain seated for long periods of time.
- Must be very mobile because files and equipment used may not always be close at hand.

### **Working Relationships:**

- All bank management and associates
- Customers and potential customers (in person and by phone)

### **Education:**

- Minimum education level - A high school diploma or equivalent required.
- Preferred education level – An Associates or Bachelor's degree is preferred.

### **Supervisory Responsibilities:**

- Does not normally supervise subordinates.

**Note:** This position description is intended to describe the nature and level of work performed by the associate assigned to this classification. It is not an exhaustive list of all responsibilities, duties, skills required for associates in this classification.