

Job Title: Compliance Officer

Exempt (Y/N): Yes

Department: Compliance

Full-Time or Part-Time

Reports To: President/CEO

POSITION SUMMARY

The Compliance Officer will be responsible for the overall compliance management system of the bank, including adherence to all regulatory requirements, oversight of policies and procedures, training, monitoring, change management, risk identification and corrective action.

WHAT YOU'LL DO:

- Develop, implement and maintain a comprehensive compliance program to ensure bank-wide compliance with applicable federal and state laws and regulations. Monitor compliance with laws and regulations throughout the bank.
- Maintain a current knowledge of applicable laws, regulations, and regulatory issues. Knowledge of Truth in Lending, Fair Lending, Community Reinvestment, Flood Insurance requirements and deposit regulations is required.
- Monitor legislative and regulatory developments. Interpret and disseminate pertinent information to management and bank personnel.
- Develop, periodically review and update the bank's compliance policies and procedures for adoption by the Board of Directors and implementation by employees.
- Provide training to applicable bank employees on current regulations, regulatory changes and new regulation mandates. Provide training to new employees and continuing education/refresher training for all staff members.
- Prepare and present periodic reports to the Board of Directors regarding the bank's record of compliance.
- Work closely with federal regulatory examiners during examinations. Furnish examiners with requested information and act as the primary examination contact. Coordinate with internal and independent auditors to ensure that compliance issues are adequately addressed.
- Research regulatory issues and respond to compliance questions from bank personnel utilizing legal and regulatory reference manuals, consulting bank counsel and contacting professional associations.
- Review new products and services for regulatory compliance prior to implementation.

WHAT YOU'LL NEED:

- A bachelor's degree in a business related discipline or equivalent combination of education and experience.
- Three years or more of regulatory compliance management experience and Certified Regulatory Compliance Manager (CRCM) certification preferred.
- Strong leadership management experience, and organizational skills are required.
- Self-motivated, proactive and resourceful with the ability to execute and implement policy changes and new procedures effectively.
- Well-organized, efficient, able to work independently and prioritize work.
- Detail-oriented in order to generate accurate, precise work.

- Working knowledge of laws and regulations with the ability to interpret and understand these laws and regulations. Sound judgement and reasoning ability required.
- Ability to communicate effectively at many levels of the organization including the delivery of key information and training with customers, team members, and business partners.
- Ability to lead and influence without having positional authority in order to advance initiatives.
- Ability to use sound judgment, utilizing bank procedures and policies when making decisions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to understand the value of diversity within the workplace and to work successfully with others without regard to age, gender, race, sexual orientation, ethnicity, religion, disability status, and socioeconomic status.
- Proficient in MS Office suite of products (Outlook, Excel, Word, PowerPoint)

BENEFITS & PERKS

- Surprise energize days, such as catered lunches, enter-to-win contests, and sportswear days
- Peer-to-peer “Rockstar” recognition program
- Paid volunteer program for hourly employees
- Complimentary logo wear
- Focus on work-life balance
- Growing organization that makes decisions locally
- Strong supporter of the community, including nonprofits, schools, municipalities and local organizations
- Volunteerism and professional development encouraged
- Competitive pay with annual incentive bonus program
- Generous benefits package that includes a handsome 401(k) match
- Educational and professional development compensation

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- **Work Environment:** Regular contact with consultants, employees, department heads and leadership team. Travels to all branches as needed to carry out job responsibilities. Depending on location, office space may be confined. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Requirements:** Ability to sit or stand for extended periods of time; physically use a keyboard/mouse and walk to and from workstations. Some lifting may be required. Extended periods of viewing computer terminal. Specific vision abilities required by this job include close vision and ability to adjust focus.

DISCLAIMER

The job description above has been designed to indicate the general nature and level of work performed by the named position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of this position.

_____ I have reviewed this ADA job description and I **can** perform the essential functions of the job.

_____ I have reviewed this ADA job description and I **cannot** perform the essential functions of the job.

Name _____

Date _____

Wolf River Community Bank is an Equal Opportunity employer.

Minorities, women, veterans and individuals with disabilities are encouraged to apply.