



**Skyline National Bank**

ALWAYS OUR BEST

## **POSITION DESCRIPTION**

**Job Title:** Compliance Assistant – Independence, VA

**Reports To:** Compliance Officer

**FLSA Status:** Non-Exempt

**Position Summary:** The Compliance Assistant is responsible for working with the Compliance Officer to implement and maintain an effective Regulatory Compliance Program that meets the objectives outlined in the Bank's Regulatory Compliance Policy.

*At Skyline National Bank, our core values are Smart, Kind, Young-at-heart, Local, Inspired, Nonconforming and Energetic. We look for ways to be "always our best." As a member of our team, you do important work. You craft an experience, aim for the sky, set a high standard and look for ways to set your bar ever higher.*

### **Primary Duties and Responsibilities:**

- Assist with the administration of the Bank's Compliance Management Program.
- Conduct compliance monitoring reviews.
- Prepare compliance monitoring reports.
- Assist with compliance staff training.
- Assist with revisions of policies and procedures relating to compliance.
- Research compliance-related questions posed by bank personnel and formulate a timely response.
- Effectively provide professional internal and external communication whether written or verbal.
- Assist with compliance audit and examination requests.
- Assist the bank in its ongoing fight against fraud by:
  - reviewing and researching fraud alerts in FCRM,
  - preparing monthly articles and spotlights about fraud, and
  - participating on the Bank's fraud committee.
- Assist Compliance Officer in other areas as needed.
- Responsible for knowledge of and compliance with all applicable laws, regulations, and bank policies and procedures that pertain to this position, including but not limited to the Bank Secrecy Act. *(Participation is required in any training necessary to achieve a thorough understanding of how these laws relate to the responsibilities of the position.)*
- Completes assigned training and complies with all cyber and information security policies and procedures.
- Maintain regular and reliable attendance.

***Required Education and Experience:***

- Required: High school diploma. Bachelor's degree preferred.
- Preferred: 2+ years of banking, compliance, or financial services experience.

***Required Skills:***

- Knowledgeable about governmental and financial regulations and laws.
- Ability to work independently and efficiently research, analyze, organize, and prioritize work.
- Excellent analytical, verbal and written communication skills.
- Proficient in Microsoft Office, especially Word and Excel.
- A strong commitment to team culture and a positive attitude.
- Some travel is required.

**Skyline National Bank offers excellent benefits such as Medical, Dental, Vision, Disability Insurance, paid holidays, paid time off as well as a 401(K) Plan with match.**

**Interested candidates can apply by emailing a resume to the Human Resources Department at [hr@skylinenationalbank.com](mailto:hr@skylinenationalbank.com).**

**Skyline National Bank is an EOE, AA and E-Verify Employer.**