Compliance Officer (Oxnard)

BANKING - COUNTY COMMERCE BANK COMPLIANCE OFFICER

The Compliance Officer is responsible for developing, implementing and administering all aspects of the Bank's Compliance Management Program. This position plans, organizes, and controls the Bank's day-to-day administrative, lending and operational compliance activities; collaborates with the Senior Executive Team in the overall administration of these directives. Participates in various committees, audits and examinations. Performs duties as the Bank Secrecy Act. Conducts staff training related to new hires. Advises the Board of Directors, Senior Management and Bank personnel of emerging compliance issues and consults and guides the Bank in the establishment of controls to mitigate risks.

DUTIES:
Develops, initiates, maintains, and revises policies and procedures for the overall Bank operations of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the program.
Collaborates with other departments (e.g., Operations, Lending, Accounting, Human Resources, etc.) to direct compliance issues.
Performs periodic tests to insure that the program is operating effectively.
Ensure that reports are compiled or completed as required by the appropriate company officers.
Develops and administers compliance training, continuing education and annual compliance meetings.
Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
Provides reports on a regular basis, and as directed or requested, keep the Corporate Compliance Committee of the Board and Senior Management informed of the operation and progress of compliance efforts.
Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

QUALIFICATIONS:
• Understanding Compliance, and regulatory reporting requirements.
• Must have the ability to multi task and perform within specific deadlines.
• Ability to interact with all levels of staff and management including the Board of Directors.
• An understanding of Federal and State agency requirements and regulations.
• Thorough understanding of Bank policy and procedure requirements and the ability to implement board approved policy decisions.

EQUAL OPPORTUNITY EMPLOYER