



The National Bank of Indianapolis

Job Posting: Compliance Officer (with Deposit responsibility)

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)**



JOB POSTING

Compliance Officer (with Deposit responsibility)

Purpose of Position:

The incumbent is accountable for assisting with various functions related to reviewing, analyzing and/or developing procedures needed in support of regulatory compliance and/or regulatory reporting, with special focus on Deposit compliance.

Essential Functions:

- ◆ Conducts reviews designed to test compliance with regulations, internal policies, procedures and processes established to limit risk, focusing on consumer protection laws as well as deposit regulations (such as TIS, Funds Availability, Right to Privacy etc.)
- ◆ Independently prepares detailed compliance reports which summarize reviews and their findings, and establishes corrective actions as deemed appropriate
- ◆ Provides critical back-up for administrative, operational and/or review functions typically performed by others within the Compliance Department, including but not limited to completing weekly software updates, and performing CRA/HMDA loan scrubs
- ◆ Audits the Medallion Stamp Guarantee program for compliance
- ◆ Provides back-up for tracking of sweep accounts that have exceeded limited transaction and ensures appropriate notifications have been provided to clients
- ◆ Reviews daily reports of telephone transactions for like account ownership
- ◆ Maintains detailed information regarding clients living abroad
- ◆ Monitors and updates Non-Resident Alien information including W-8BEN
- ◆ Provides follow up and validation for the annual NACHA report completed by EPCORE
- ◆ Conducts reviews designed to evaluate compliance with procedures and regulatory requirements in Wealth Management
- ◆ Performs audits of the Wealth Management Vault
- ◆ Reviews and verifies Jack Henry access changes for employees, consistent with information security principles
- ◆ Serves as operational contact for the Bank's Vendor Management system; may interact directly or indirectly with vendors to clarify or gather contract information for vendor management functions
- ◆ Assists in the development of Bank policies, procedures and internal controls meant to ensure compliance with federal and state regulations
- ◆ Keeps current on legislative and regulatory developments, and reports relevant issues to management, department managers and others as appropriate
- ◆ Participates in meetings and task forces to bring compliance perspective to the development of new products and services, and to the modification of existing ones

Requirements:

- ◆ Bachelors' degree in business or banking, or equivalent work experience; professional certification in regulatory compliance preferred
- ◆ Five years of compliance and/or auditing experience required
- ◆ Proven knowledge and understanding of bank compliance laws and regulations; knowledge of BSA regulations required
- ◆ High degree of accuracy and attention to detail
- ◆ Proven interpersonal and communication skills (written and verbal), with strong emphasis placed on responsiveness and customer service
- ◆ Demonstrated effectiveness interacting with a variety of individuals (e.g. staff, regulators) in a variety of situations (e.g. training, audit meetings, research projects)
- ◆ Proven computer proficiency with Microsoft Office products, especially Word and Excel; working knowledge of Jack Henry 20/20 preferred
- ◆ Ability to effectively multi-task while organizing and prioritizing work

We invite you to learn more about The National Bank of Indianapolis: <http://nbofi.com/careers.php>

For more information, please call Human Resources at 317-261-3271.

The National Bank of Indianapolis is an Equal Opportunity Employer (Minority/Female/Disability/Veteran)