



## **The National Bank of Indianapolis**

### **Job Posting:**

### **Compliance Officer (with HMDA/CRA 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](mailto: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 HMDA/CRA 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 HMDA and CRA.

#### **Essential Functions:**

- ◆ Reviews data and submits annual HMDA/CRA LAR Report consistent with applicable guidelines
- ◆ Facilitates the collection of relevant data, and accurately and appropriately organizes and inputs/uploads the information on a quarterly basis using applicable HMDA/CRA software
- ◆ Completes CRA Committee reports and related data collection
- ◆ 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 lending and deposit regulations (such as TIL, TIS, RESPA, ECOA, FCRA, etc.)
- ◆ Independently prepares detailed compliance reports which summarize reviews and their findings, and establishes corrective actions as deemed appropriate
- ◆ Assists in the development of Bank policies, procedures and internal controls meant to ensure compliance with federal and state regulations
- ◆ Assists with the development and delivery of compliance-related training
- ◆ Conducts research and responds to compliance questions
- ◆ Keeps current on legislative and regulatory developments, and reports relevant issues to management, department managers and others as appropriate
- ◆ May participate in meetings and task forces to bring compliance perspective to the development of new products and services, and to the modification of existing ones
- ◆ Provides critical backup on key functions within the compliance team

#### **Requirements:**

- ◆ Bachelor's degree preferred, or equivalent combination of education and experience; professional certification in regulatory compliance (CRCM) preferred
- ◆ Five years of compliance and/or auditing experience required
- ◆ Proven knowledge and understanding of bank compliance laws and regulations; knowledge of HMDA regulations required; CRA knowledge helpful
- ◆ 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; experience with RATA software helpful
- ◆ Ability to effectively multi-task while organizing and prioritizing work

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