

**South Louisiana Bank**  
**Operations Assistant (Ops, BSA & I.T.)**

1362 W Tunnel Blvd., Houma, La 985-851-3434

**Hours:** Monday-Friday 8:00am – 5:00pm

**Specific Job Functions:**

1. Performs daily review, monitoring, and analysis of AML software alerts, various reports, logs, and transaction data to identify trends, unusual activity, and monitor large currency activity; determines if transactions are suspicious in nature, such as kiting, significant changes in balances, cash structuring in deposits, loans payments, and certificate of deposit purchases, wire or ACH transfers, monetary instrument sales, new account openings, etc.
2. Performs customer and transaction analytics to identify trends and possible suspicious activity.
3. Responsible for daily AML software feed validation and daily wire transfer processing including manual process for foreign wires.
4. Reviews New Account Business Risk Profiles.
5. Prepare narrative comments summarizing results of reviews; refer unusual or suspicious activity requiring further action to the BSA Officer.
6. Responsible for performing OFAC database scans each time the list is updated. This process requires each account that is reported to be reviewed for OFAC hits or false positives.
7. Responsible for performing review of FinCEN 314a download to AML software as notified by FinCEN.
8. Responsible for preparing CTRs as need for filings in AML Software.
9. Attend BSA Committee meetings and provide assistance in gathering supporting documentation.
10. Provide assistance as needed in gathering supporting documentation that may be requested by examiners, consultants, and internal auditors.
11. Assist with “User Resets” on the banks network and core system
12. Assist with other minor information systems issues.
13. Responsible for performing periodic enhanced customer due diligence reviews.
14. Backup BSA Operations Specialist, including operational duties: Call Report, Backup Withholding, Sweep Accounts
15. Responsible for other duties as assigned.

**Qualifications of Job:**

- High School Diploma
- 1-2 years of experience in banking services
- Proficient computer skills, especially proficient in Windows and Microsoft Office; BSA/AML and Banking software experience preferred.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Strong investigative and analytical skills.

**Requirements:**

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, have the ability to communicate effectively with others, and will be required to work evenings and/or weekends, and attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Maintain a high level of confidentiality
- Interact professionally and confidently with other employees, customers, and contacts
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to the job at any time.

**If you meet these requirements and wish to be considered for this position, call the Human Resource Department at 985-851-3434.**

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.