



**Position:** Compliance/Internal Audit Assistant and  
CRA (Community Reinvestment Act) Coordinator

**Reports To:** VP Compliance Officer /ERM Manager

**Location:** Idaho or Meridian office

### Position Summary

The Compliance/Internal Audit Assistant and CRA Coordinator will support the activities of the ERM Department in accordance with the organization's Mission Statement and Core Values. Responsibilities and duties will encompass standard Banking compliance and audit functions as required to meet all Safety and Soundness and Compliance standards set forth by the regulatory oversight of our Bank. This position will be responsible for CRA administration for the Bank. The position reports to the VP Compliance Officer/ERM Manager.

### Essential Functions

- Administer the QC (Quality Control) function for Adverse actions, incomplete and withdrawn loan applications – includes scanning
- Complete Deposit Adverse Action QC processing
- Track and maintain new application tracking compliance
- Maintain fair lending tracking sheets
- Support BSA function
  - New account risk ranking
  - 314(a) requests in FCRM
  - Support BSA Officer on BSA/AML Platform with duties as assigned
- Assist and/or complete audit cash counts
- Assist with other audit charter audits as requested
- Maintain debit card dispute log to include tracking, scanning and QC on disputes
- Assist with Compliance Plan review
- Assist with Compliance Plan newsletters
- Complete FDIC Financial Institution letter tracking and sending
- Participate in ERM team projects and program
- Assist with ERM Risk Assessments as assigned
- Prepare monthly/quarterly reports
  - APR test sampling
  - Deposit adverse actions
  - Loan adverse actions
- Assist Compliance Officer with tracking training assigned
- Assist with management of CMS Plan spreadsheet
- Red Flag Coordinator
- E-Oscar Administration

- Responsible for CRA Administration
  - Annual CRA self-assessment
  - Maintain CRA public files including Loan to Deposit Ratio
- Maintain applicable knowledge of banking products and services to cross sell to customers
- Provide exceptional customer service while maintaining knowledge of Bank policies and procedures, applicable laws and regulations/compliance requirements including but not limited to the Bank Secrecy Act, the Patriot Act and the Office of Foreign Assets Control

#### **Additional Responsibilities**

- Complete required compliance training annually
- Participate in various Bank committees to include Marketing, ERM and others as assigned
- Prepare committee meeting minutes as requested
- Prepare agendas as needed for meetings and assist with Onboard setup
- Assist with phone or lobby coverage as requested
- Must be willing to complete other duties as assigned
- Participate in a minimum of two Heritage Club events annually
- Participate in two Highlander Cross Country or Track events annually
- Participate in two community events representing TRB (approved by manager)

#### **Skills and Competencies**

- Prior Banking experience preferred
- Three plus years clerical/administrative experience in a customer service setting preferred
- Must be able to communicate verbally and in writing across all facets of the Bank
- Must be Bondable
- Computer proficiency required – ability to use internet, email and Microsoft Office Word and Excel
- Must be able to conduct oneself in a manner that promotes trust in the individual and our organization.
- Must maintain confidentiality at all times due to the nature of information about customers and transactions
- Work cooperatively and respectfully with all Bank Team Members
- Self-directed – must be able to fulfill the responsibilities of the position with minimal supervision
- Must be able to prioritize and organize responsibilities to maximize productive results

#### **Physical Demands**

- Normal office environment
- Extended PC viewing, keyboarding with periods of sedentary work
- May be required to stoop, kneel, stand, walk, talk, hear, reach with hands and arms
- May be required to occasionally lift/move up to 30 pounds

The physical demands notes above are representative of those that must be met by an employee to successfully perform the essential function of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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Employee Signature

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Date

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Printed Name

June 2021