

POSITION: BSA-AML Analyst
REPORTS TO: BSA Officer
OFFICE LOCATION: Hybrid
DATE: April 22, 2026
FLSA Status: Exempt

The primary responsibility of this position:

The BSA-AML Analyst is responsible for assisting the BSA Officer to ensure First Federal Savings of Lorain (FFSL) complies with bank secrecy act (BSA) and anti-money laundering (AML) laws and regulations. The role is responsible for monitoring transactions, investigating suspicious activities, reporting any potential and/or suspicion of money laundering or fraud, and monitoring customer due diligence (CDD) and enhanced due diligence (EDD). The BSA-AML Analyst is required to be knowledgeable on current BSA-AML-CFT regulatory requirements and keep abreast of all upcoming changes and/or guidance which may impact the BSA-AML-CFT regulatory risk profile of FFSL.

Essential Functions

- Analysis of BSA-AML alerts within established timeframes and following alert processing guidelines.
- Recommend alerts to send to cases and create cases for further evaluation of suspicious activity
- Manage BSA cases by analyzing and documenting results of activity and supporting documentation, resulting in a recommendation for file or not file a Suspicious Activity Report (SAR).
- Participate in SAR completion process, including SAR narratives, quality review, SAR filing, and SAR re-files.
- Utilize multiple systems including but not limited to, core banking, AML monitoring software, check imaging software, document imaging software, and online resources to analyze transaction activity and identify unusual patterns.
- Conduct enhanced due diligence on high-risk customers and recommend potential changes in risk ratings to the BSA Officer.
- Prepare and maintain documentation necessary to fulfill regulatory and third-party audit requirements.
- Evaluate CDD alerts for unidentified high-risk customers generated by the AML monitoring system.
- Monitoring proper and correct completion of beneficial owner documentation, as required, for business deposit accounts and commercial loans.
- Complete verification of Currency Transaction Reports (CTRs) for filing by BSA Officer within regulatory guidelines.
- Complete analysis of watch list alerts, including possible matches to OFAC SDN lists, sanctioned countries, politically exposed persons, and internal lists.
- Perform transaction monitoring of accounts for all risk ratings
- Develop and maintain a strong knowledge of FFSL's services and products
- Adherence to all applicable FFSL policies, procedures, and requirements of the Employee Handbook
- Provide backup coverage as needed for all BSA-AML related tasks.
- Participates in required BSA-AML training
- Performs other duties as assigned

Qualifications:

- Minimum 2 yr. college degree preferred or equivalent BSA-AML Analyst experience.
- Must have knowledge in all areas pertaining to BSA-AML regulatory requirements.
- Experience using BSA-AML or Fraud monitoring systems.
- Experience using FISERV products preferred.
- Ability to prioritize and meet deadlines.
- Team oriented individual with exceptional internal customer service skills
- Must be proficient in Microsoft Office skills using Power BI, Excel and Word.
- Excellent verbal and written communication skills

- Ability to communicate orally and visually; able to hear; and able to lift up to 60 pounds.
- Willingness to attend BSA-AML training both on and off FFSL premises

Competencies

- **Ethical Practice** – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty.
- **Integrity** –
 - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions;
 - Job based: Ensuring accurate data throughout the organization.
- **Communication** –
 - **Delivering Messages:** Ability to deliver clear and accurate messages across a variety of mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener.
 - **Listening:** Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.
- **Teamwork** – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to other's suggestions and contributions.
- **Time Management** - Ability to work multiple projects at the same time and an ability to meet tight deadlines; well organized.
- **Initiative** - Make active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.
- **Deductive Reasoning** – Ability to recognize events, deduct causes, and provide solutions.

Work Schedule:

Full time, Monday through Friday

AAP/EEO Statement

First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.