

Ames National Corporation

Position Description

Job Title: Compliance Officer
Location: First National Bank
Reports to: Senior Loan Officer

Date: March 2010

Major Function:

Primarily responsible for implementing and monitoring the policies, procedures, and practices of the lending function in Ames and Ankeny to ensure compliance with appropriate laws and regulations. Will also be secondarily involved in selected other regulatory compliance issues.

Key Job Responsibilities:

- Develops and coordinates lending compliance efforts. Assists management with the maintenance and institution of policies, procedures, new product implementation, services and systems to ensure regulatory compliance.
 - Works with management and staff in the loan department affected by changing laws, regulations, or policies to ensure that appropriate changes are implemented.
 - In conjunction with the ANC auditing schedule, develops, maintains, and implements a compliance monitoring control program which reduces or eliminates exceptions to regulatory compliance requirements by:
 - Checking each loan file or a reasonable sample thereof, including adverse action files, for appropriate and accurate documentation
 - Making sure loan documentation systems are producing accurate disclosures
 - Ensuring that all required disclosures are being given to applicants and/or borrowers in a timely manner
 - Maintaining and capturing data necessary for regulatory reporting
 - Noting, reporting, and tracking exceptions
 - Presenting reports of review findings to management and the Compliance Committee
 - Establishing operating procedures to increase efficiency and/or reduce exceptions
 - Training staff in policies, procedures, and new regulatory requirements
 - Administers the bank's HMDA and CRA programs, maintains documentation, provides appropriate training, and ensures timely filing of required submissions.
 - Makes sure all lobby notices and other public information for lending-related regulations are accurate, up-to-date, and posted.
 - Interacts with the Internal Audit department of ANC to refine compliance auditing procedures.
 - Accumulates and organizes examination information requested by the Bank's regulators.
 - Researches compliance-related questions for lending personnel.
 - Remains current on all pending and proposed regulatory changes affecting loan compliance. Attends seminars, workshops, and peer group meetings covering regulatory and compliance issues and reports material changes to management and the Compliance Committee.
 - Reviews depository and advertising disclosures for compliance with regulatory requirements.
 - Creates an environment where staff is motivated to perform at their best.
 - Assists other employees/departments/branches to promote teamwork and good communication.
 - Promotes a positive bank image through community involvement.
 - Participates in "special projects" as needed.
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Requirements:

- Bachelor's degree in business, accounting, or related field, or bachelor's degree in another field with equivalent work experience.
- Equivalent work experience includes one-to-three years of audit (internal or external), compliance, or regulatory examination and a demonstrated knowledge of banking.
- Ability to effectively communicate verbally and in writing.
- Must be able to work independently and as a part of a team.
- Requires a thorough knowledge of bank products, services, and systems.
- Working knowledge of Microsoft Office (Word, Excel, Outlook).
- Progressive, positive work history, as applicable.

Hours:

Regularly Monday – Friday, 8:00 – 5:00

Saturday and lock-up rotation