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# Example of BSA Analyst Job Description

Our company is looking for a BSA analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for BSA analyst

* Makes account closure recommendation
* Completes ACAMS certification and attend related AML webinars and/or conferences
* Assists/coordinates implementation of policies and procedures pertaining to the group
* Responsible for understanding the bank’s products, services, customers, entities, and geographic locations in order to conduct investigations of client accounts for potential suspicious behavior
* Conduct high risk and complex analysis of enhanced due diligence cases and prepare case narratives
* Review alerts, file SARs, make account closure recommendations
* Assumes other responsibilities as needed
* Review and investigate daily alerts through AML monitoring system
* Perform customer due diligence (CDD) and enhanced due diligence (EDD) as needed, for depository customers
* Evaluate the validity and reliability of the CIP, CDD or EDD information gathered by conducting moderately complex searches of informational databases and other research sources

## Qualifications for BSA analyst

* Experience with core banking applications
* Advanced level experience on MS Word, Excel, Access, PowerPoint, and Visio
* Willingness to learn and explore new systems and functionalities, statistical methodology for data analysis, and other data initiatives
* Ability to influence and drive change, including proven ability in leading work efforts from conception to delivery with minimal supervision
* Knowledge and experience in organizational effectiveness, implementing best practices, and continuous improvement
* Proven project management ability to multi-task, prioritize, and meet aggressive deadlines with accuracy