



Bank of India New York Branch invites application for the post of Chief Compliance Officer (BSA Officer) who will be responsible for coordinating, ongoing development, implementation and administration of all aspects of the BSA/AML/OFAC Compliance Program and to ensure the Bank's Compliance with the Bank Secrecy Act, USA PATRIOT Act, OFAC, FinCEN regulations (collectively the BSA Program).

**Vacancy: Chief Compliance Officer/BSA Officer - One (1)**

➤ **Job Description:**

**Responsibilities include, but are not limited to:**

- ✓ Serve as the BSA Officer and Privacy Officer for the New York Branch.
- ✓ Responsible for ensuring compliance of Bank of India, US Centre with applicable laws and regulations.
- ✓ Responsible to develop and maintain a strong, sustainable compliance programs for BSA/AML/OFAC/FinCEN and ensure they are periodically updated.
- ✓ Responsible for assuring the proper completion and timely filing of SARs, Currently Transaction Reports, (CTRs) Reports of Foreign Bank and Financial Accounts ("FBARs) and any other BSA required reports
- ✓ Convene Committee meetings for development, review and enhancement of all compliance related policies and procedures to be headed by the CE US Centre
- ✓ Establish and maintain a compliance communication process and communicate any changes in the law and regulations on compliance matter for the Branch including BSA/AML/OFAC to Branch personnel/Head Office in a timely manner.
- ✓ Provide advisory support to other Branch/Agency of the Bank in US Centre on compliance matters including BSA/AML/OFAC issues.
- ✓ Overall coordinating and monitoring the functions of Compliance Department
- ✓ Central Point of Contact for U S Regulatory agencies (Federal Deposit Insurance Corporation, New York State Department of Financial Services and Federal Reserve Bank of New York)
- ✓ Coordinate Branch's regulatory examinations and regulatory internal audits. Ensure prompt response by taking corrective actions to detected deficiencies in examination/audit and reporting those to management and compliance committee.
- ✓ Coordinate with Concurrent Auditor to ensure that compliance issues are adequately monitored and addressed.
- ✓ Leverage from Internal Audit to identify and remediate deficiencies in policies and procedures.

- ✓ Provide Guidance to Business Lines on Regulatory concerns/process.
- ✓ DFS 500 & 504 Regulatory requirements and Certifications.
- ✓ Other General and Administrative matters as determined by the CE US Center.

### **Qualifications & Experience/Expertize Required.**

- ✓ Ten years of experience with Banking Industry in USA [preferably five years as Compliance Officer]
- ✓ Qualifications supplemented by CAMS, CCRP or similar qualification is preferred.
- ✓ Strong leadership skills to develop and manage compliance program and team members.
- ✓ Experience with AML, BSA, KYC and OFC issues.
- ✓ Strong project management skills.
- ✓ Excellent written and oral communication skills.
- ✓ Experience with IT issues as they relate to vendor selection for AML/OFAC and suspicious activity monitoring software.
- ✓ Advanced experience with Microsoft Word, Excel and PowerPoint.

Application along with resume are required to be submitted on Bank's email id i.e. [boi.ny@bankofindia.co.in](mailto:boi.ny@bankofindia.co.in) by January 10, 2019 giving the details of qualification, experience, proficiency in any other fields etc.

Please note that these positions are open for permanent residents/citizens of USA and / or candidates having EAC (Employment Authorization Card to work in USA). Bank will not sponsor for any type of work visa.

Please ensure to write "**Application for the post of Chief Compliance Officer**" as the case may be in subject line.

Apart from regular salary, Health Insurance & 401K facility is also provided as per Bank's policy.

Only shortlisted candidates will be called for Interview. Bank reserves its right to extend/postpone/cancel the recruitment process without any notice to the applicant concerned.

Chief Executive-in-Charge

Date: December 26, 2018