



## **Assistant Vice President – Compliance Officer**

**JOB TYPE:** Full Time  
Monday through Friday  
In-Office Position / Not Remote or Hybrid

**COMPENSATION:** Exempt Salaried  
Anticipated hiring range \$79,500 to \$90,000/annual salary

### **FUNCTION OF JOB**

The AVP Compliance Officer will have responsibility for the development and implementation of the Compliance Management System as it relates to the Bank Holding Company and all locations. May have supervisory responsibility or delegate authority to respective compliance areas and staff. The AVP Compliance Officer will have the responsibility for organizing, managing, performing and administering the loan compliance activities and processes, for both in-house loans, and secondary market loans for Central Bank Illinois.

### **DUTIES & RESPONSIBILITIES:**

- Formulates, recommends, and reviews policies, risk assessments and procedures related to compliance
- Administer the bank's Compliance Management System by working with other bank departments ensuring bank compliance with regulatory agencies and risk assessments completed
- Works closely with auditors and regulators in preparing for audits and exams
- Serves as Chair of the bank's Compliance Committee and is responsible for reporting the status of any outstanding regulatory Compliance Exam findings to the Committee
- Includes overall management responsibility of the Customer Complaint process
- Responds and provides assistance to departmental inquiries and situations related to compliance and risk; deposits, marketing, etc...
- Responsible for overall management of the Community Reinvestment Act for the bank to include training, tracking, monitoring and reporting
- Supervises staff within the Compliance Department
- Responsible for implementing, administering and completing all aspects of loan department related Compliance Management Program reviews, audits and processes
- Responsible for Fair Lending Act related monitoring processes; loan adverse action notifications, loan policy exceptions, loan file review processes, audits, and lender interviews. Reports all findings to the CLO and Board of Directors.
- Oversees the monitoring and auditing of all HMDA related processes
- Responsible for the CFPB SAFE Act compliance including the licensing process for all residential Mortgage Loan Officers through the NMLS system as required
- Responsible for advising bank management of emerging compliance issues and guides the bank in the establishment of controls and policy that mitigate risk

### **ESSENTIAL KNOWLEDGE & SKILLS**

- Must have advanced understanding of and experience with banking regulations, policies and procedures

- Capable of reviewing and understanding compliance resources and regulator/auditor publications to disseminate information as appropriate
- Strong analytical skills to gather, review and assess quantitative and qualitative information, develop and support conclusions and make appropriate recommendations to management
- Understand business continuity planning and risk management
- Strong interpersonal and communication skills; capable of presenting to diverse teams including staff and management
- Ability to identify areas of improvement within the bank, make recommendations and implement solutions that are timely, cost effective and meet regulatory guidelines
- Knowledge of federal laws and regulations governing banking and lending
- Must be trustworthy and discreet regarding confidential information
- Detail oriented and accurate in work duties

### **EXPERIENCE & KNOWLEDGE**

The successful candidate will have a working knowledge of banking, finance or a specialization in compliance, which may be gained through a college degree or completion of additional education in a technical compliance area. Experience required is over five (5) through ten (10) years employment with a bank or with a company in related positions.

### **BENEFITS\***

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation, Sick Time & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

Interested applicants should send resume and cover letter to:

Central Bank Illinois  
 Brett Decker, Chief Financial Officer  
 101 N State St  
 PO Box 89  
 Geneseo IL 61254

Or email to: [recruiter@central-bank.com](mailto:recruiter@central-bank.com).

*Posted 1/16/2025  
 Equal Opportunity Employer*

*\*Some benefits have an eligibility waiting period*