



**The National Bank of Indianapolis**  
**Job Posting: HMDA and CRA Compliance Specialist**

**A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With upwards of 90% or greater staff retention year after year, and with highly competitive compensation and benefits, our staff enjoy a sense of stability not always experienced in the general work environment, as evidenced during the global pandemic and other notable events that caused many employers to reduce staff and benefits. Our benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

**Who We Are Looking For**

The National Bank of Indianapolis has assembled a diverse team of talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

**How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer  
(Minority/Female/Disability/Veteran)**





## **JOB POSTING**

### **Position: HMDA and CRA Compliance Specialist**

#### **Purpose of Position:**

The incumbent will maintain compliance with the Home Mortgage Disclosure Act (“HMDA”) and Community Reinvestment Act (“CRA”) by performing file reviews, compiling information, validating data, and analyzing data elements required by the Acts. In addition, may assist with special projects as needed.

#### **Essential Functions:**

- ◆ Supports the Home Mortgage Disclosure Act by performing data scrubs of HMDA records
- ◆ Supports the Community Reinvestment Act by performing data scrubs of CRA records
- ◆ Ensures that all errors found during data integrity reviews or testing are corrected
- ◆ Reports any potential concerns about non-compliance with HMDA or CRA regulatory requirements to the CRA Officer
- ◆ Assists with Annual Loan Application Register Filings
- ◆ Provides critical support for administrative, operational and/or review functions typically performed by others within the Compliance Department that may involve regulations other than HMDA and/or CRA

#### **Requirements:**

- ◆ One year of HMDA Compliance, HMDA Loan Operations, or HMDA auditing experience involving direct data field review or similar functions
- ◆ High degree of accuracy and attention to detail
- ◆ Proven interpersonal and communication skills (written and verbal), with strong emphasis placed on responsiveness and customer service
- ◆ Proven computer proficiency with Microsoft Office products, especially Word and Excel
- ◆ RATA Comply experience a plus although not required
- ◆ Formal HMDA or CRA education or certifications in addition to direct, hands-on experience, is beneficial

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