

Job Title	Risk Mitigation Specialist
Short Description	research and clerical
Full Description	<p>R</p> <p>Position Description</p> <p>Department: Risk Management Department Reports to: VP of Risk Management Supervises: None Skill Levels: Analytical thinking, good time management, team player, math skills, basic understanding of accounting debits and credits systems and being able to be versatile depending on the situation.</p> <p>Position Purpose</p> <p>Responsible for assisting the various areas of the Risk Management Department in completing their daily job functions as well in assisting with special projects or assignments within the department. In addition, to assist the VP of Management in research and perform detail work involving other areas of the Credit Unions as deemed necessary in helping to resolve issues at the request by Management.</p> <p>Essential Functions & Core Duties</p> <ol style="list-style-type: none">1. Assist the Audit Department with the following:<ol style="list-style-type: none">(a) Scanning documents(b) Branch Audits(c) Pulling documents for management reviews (ex., Opt-In)(d) Reviewing and working large reports (ex., negative shares, Loan Extensions, etc.)(e) Management reviews2. Assist the Fraud Department with the following:<ol style="list-style-type: none">(a) Prep, credit and log debit card fraud cases filed by members.(b) Research and work other types of fraud cases (ex., check fraud, Pin-based fraud).(c) Communicate with members by phone regarding their fraud cases, for example, to request additional information or to ask questions about the case.(d) Processing chargebacks through the VISA system for signature-based transactions.(e) Reviewing CAMS Alerts issued by VISA.(f) Working the VISA queues and calling members regarding suspicious transactions.3. Assist the BSA Officer with the following:<ol style="list-style-type: none">(a) Scan BSA documents to Synergy, such as CTR's and Daily Work, AML Alerts, and Acknowledged Watch List Alerts such as 314(a) and OFAC.(b) Perform New Account Reviews quarterly to meet CIP/OFAC regulatory requirements.

4. Assist with Third Party Due-Diligence and help oversee the Third-Party Platform:

- (a) Help maintain our Third-Party Policy and Procedures.
- (b) Work with the Credit Union's Third-Party Platform (VenMinder) and learn its functionality.
- (c) Help Department Managers/ Owners gather due diligence documents and scan them into the platform.
- (d) Maintain electronic/ paper folders and documents in accordance with policy requirements.

Collaboration

- With Risk Management Department Managers and Officers overseeing the assignments or tasks.
- With external examiners and auditor in performance or preparation of third-party reviews or examinations.

Critical Thinking

- Audit and analyze functions and activities that effect all areas of the Credit Union.
- Demonstrate and apply strong, analytical and logical thinking to solving problems.

Other Duties & Responsibilities

Assume additional responsibilities as required and directed by the VP of Risk Management and/or Senior Management.

Qualifications

Education: A High School Degree is required for this position.

Experience: Previous bank/credit union experience is helpful. A (4-5) week period would be needed to train a new employee to perform this position satisfactorily.

Core Competencies:

- Extremely detailed in work performance.
- Understanding of financial recordkeeping procedures, regulations and standards.
- Understanding of auditing concepts, internal controls and Credit Union Policies.

General Operational Requirements (Optional):

- Obtain or acquire knowledge of core system operations in relation to assignments for Risk Management.
- Technical knowledge and ability to maneuver through system applications to support and validate work papers.

Performance Metrics

- Ensure assignments or projects are complete according to the time-line outlined by Risk Management Department Heads.

Education

high school

Additional Comments**Credit Union** Associated Credit Union**State** Georgia**Contact Name** Karen Pennington**Email** kpennington@acuonline.org**Phone** 770-448-8200**Fax****Expiration Date** 02/11/2022