

Job Title	ERM Manager (Enterprise Risk / Compliance)
Short Description	This individual is directly responsible for all operations of the Enterprise Risk Management department. This includes compliance, fraud, legal and risk. The ERM Manager is expected to be a subject matter expert on all new and existing compliance initiatives, fraud trends and mitigation, and credit union risks and mitigation.
Full Description	<p>Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service." This individual is directly responsible for all operations of the Enterprise Risk Management department. This includes compliance, fraud, legal and risk. The ERM Manager is expected to be a subject matter expert on all new and existing compliance initiatives, fraud trends and mitigation, and credit union risks and mitigation.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises. 2. Develop, review and recommend overall objectives, policies and procedures to identify and mitigate risk within the credit union. 3. Develop, review and recommend overall objectives, policies and procedures for the fraud analysts to identify and mitigate fraud that affects the credit union. 4. Work with all departments of the credit union to help implement their individual initiatives in a compliant manner as needed. 5. Compile data for meaningful monthly management reports for compliance and fraud. 6. Act as the Credit Union's Bank Secrecy Act (BSA) coordinator to assist the BSA Officer with the everyday duties of compliance with BSA. 7. Ensure that the credit union's policies are kept up-to-date with changes in Federal and State rules and regulations and maintain a schedule for annual review. 8. Exercise personnel authority over the ERM Dept. including staffing, performance appraisals, salary administration, promotions and terminations. 9. Act as a contact with examiners and auditors to answer questions and provide documentation when needed. 10. Assist other departmental and credit union staff as necessary. 11. Develop, review and recommend overall objectives, policies and procedures related to Disaster Recovery. 12. Develop, review and recommend overall objectives, policies and procedures related to vendor management. 13. Develop, review and recommend policies and procedures related to POAs, Subpoenas and trust documents to ensure a smooth process for members 14. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position. 15. Other duties as assigned. <p>Desired Qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree or minimum 5 years' experience in the

- financial industry.
2. Compliance, BSA, Internal Audit or ERM Certification.
 3. Previous management experience.
 4. Previous experience in credit union compliance and risk management.
 5. Strong interpersonal and communication skills and ability to interact at an executive level.
 6. Excellent problem solving skills.
 7. Sensitivity in dealing with confidential information and ability to maintain confidentiality.
 8. Good organization, planning and motivational skills.
 9. Must be able to make decisions and be self-motivated.
 10. Ability to write clear and effective reports, and business correspondence.
 11. Computer and clerical skills necessary with basic knowledge of programs such as Excel and Word and proficiency on business machines such as calculator, typewriter, copier, fax, etc.

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 to 50 pounds.

Education	Bachelor's Degree or 5 years' min experience
Additional Comments	
Credit Union	Atlanta Postal Credit Union
State	Georgia
Contact Name	Ginger Wallis
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Fax	
Expiration Date	11/25/2022