

**Job Title** Senior Fraud Investigations Analyst

**Short Description** Community First is always on the lookout for talented people to join our team. We are now seeking a Senior Fraud Investigations Analyst responsible for reviewing, investigating and processing fraudulent account activity. Analyzes various reports to identify and limit potential fraudulent actions on customer accounts. Works with judicial and law enforcement agencies to prosecute civil and criminal remedies for organization losses due to fraud on customer accounts. May provide information/be involved in highly confidential and sensitive internal investigations at the request of management.

**Full Description** Major Duties and Responsibilities:

Serve as the subject matter expert on transactional analysis and monitoring of fraud for all Credit Union Products. Perform detailed analysis/investigation of complex transactions utilizing Verafin Monitoring system and multiple methods of notification including, Internal SIR (Suspicious Incident Reports), 314a, 314b, Subpoena, member notifications and reviews various fraud prevention reports to monitor unconventional member account behavior. Maintain case files within Verafin case management system.

Author and File Suspicious activity reports (SARs), pursuant to FinCEN guidance and continuing filing requirements, via Verafin as required per Federal regulations. Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control, in addition to all company policies. Responsible for ongoing follow ups on all SAR filings. Acts as a mentor for junior team mates and assist in training. Reviews reports written by other team members, with knowledge of regulator preferences and requirements.

Author and maintain department policies and procedures related to Fraud Investigations. Prepares reports as necessary to provide departmental management with accurate records of fraudulent activity and actions taken to control potential losses. Maintains favorable customer relations with Federal, State and Local law enforcement and judicial agency personnel through regular contact; exercises discretionary judgment and initiative regarding card fraud claims within the parameters of the organizations policies, procedures and security. Coordinates with appropriate law enforcement agencies to identify and facilitate the arrest and prosecution of the persons perpetrating fraud.

Provides direction and assistance to internal personnel regarding account activity, regulations and accurately resolve fraud issues and provide guidance about client activity when applicable. Assists with internal fraud investigations by researching activities, interviewing internal resources and making recommendations to management. Interact with members as needed to take necessary action based on activity noted on transaction monitoring system and various notification methods. Recommend account closures when necessary.

**Job Knowledge and Skills:**

7+ years of relevant analytical work experience investigating financial crimes in a financial institution.

**Physical Requirements:**

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing/descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

**Interpersonal Skills:**

A significant level of trust, credibility and diplomacy is required. In-depth dialogues, conversations and explanations with customers, direct and indirect reports and outside vendors can be of a sensitive and/or highly confidential nature. Communications may involve motivating, influencing, educating and/or advising others on matters of significance.

**Other Skills:**

Able to use database, spreadsheet and word processing software suites to record and maintain records. Ability to multitask between systems. Able to write and author documents with clear and concise information for ease of understanding. Ability and willingness to train others. Able to learn and retain knowledge of local, state and federal laws related to fraud. Able to learn and retain knowledge in depth of Credit Union Products, understanding of Visa and ATM network and customer privacy regulations. Able to follow Federal and State Regulations, Company policies and procedures to act in accordance with Company values and reduce potential liability for the organization. SAR writing experience required.

Community First Credit Union is an Equal Opportunity Employer  
M/F/D/V

<b>Education</b>	2 year college degree or completion of specialized courses of study. ACAMS OR CFE preferred.
<b>Additional Comments</b>	Please apply online <a href="http://www.communityfirstfl.org">www.communityfirstfl.org</a>
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<b>State</b>	Florida
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