

Perform a collection audit each quarter verifying all supporting documents have been scanned and all signatures that are required are accounted for. The audit will be given to the Collections Manager.

Review alerts in Verafin to help monitor members' accounts for possible fraud/money laundering etc.

Perform branch audits. The branch audit will include a review of the teller/vault area, security, confidentiality and required posters and disclosures.

Assist the OFAC Officer with monitoring all OFAC SDN list updates and review any possible batches.

Help review and create policies and procedures for the Credit Union.

Perform required annual audits as assigned.

Review any additional areas for compliance as needed.

Complete required annual training and adhere to all Credit Union policies and procedures, including but not limited to BSA, MIP, OFAC, Privacy and Electronic Use.

Reviews Entry Logs each quarter for all offices and reports any suspicious findings.

Serves as Administrator to CANS.

Performs other related duties as required and assigned.

KNOWLEDGE AND SKILLS

Ability to apply logic to define problems, collect data, establish facts, and draw conclusions.

Strong computer skills.

Solid knowledge of Microsoft Excel and Word.

Ability to interpret instructions and can deal with multiple variables.

Ability to read periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Displays a professional appearance, demeanor, and dress.

Excellent oral and written communication skills.

Solid interpersonal skills.

Effective time management and project management abilities.

Ability to function and form decisions with minimal supervision.

EDUCATION AND EXPERIENCE

Bachelor's Degree from a four (4) year university or college in a related field, or two (2) to four (4) years experience, or any similar combination of education and experience.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

| | |
|---------------------------|---|
| Talking: | Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. |
| Average Hearing: | Able to hear average or normal conversations and receive ordinary information |
| Repetitive Motion: | Movements frequently and regularly required using the wrists, hands, and/or fingers. Requires repetitive stooping, kneeling, or crouching. |
| Average visual abilities: | Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery. |
| Physical strength: | Sedentary work; sitting most of the time. Exerts up to 10 lbs of force occasionally. |
| Finger Dexterity: | Using primarily just the fingers to make small movements such as typing, picking up small objects, pinching fingers together, feel objects, tools, or controls. |

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions. Noise level is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I have read and received a copy of the position description.

Employee

Date