



## Credit Union Enterprise Risk Officer Job Description

### JOB INFORMATION

|                          |  |
|--------------------------|--|
| <i>Job Code:</i>         | 115026   |
| <i>Job Title:</i>        | Credit Union Enterprise Risk Officer                 |
| <i>FLSA Status:</i>      | Exempt   |
| <i>Supervisory:</i>      | Leads one or more employees performing similar work. |
| <i>Job Family:</i>       | Credit Union   |
| <i>Job Family Group:</i> | Accounting, Finance and Banking                      |
| <i>Management Level:</i> | 7 Individual Contributor                             |

### JOB SUMMARY

Reviews laws and regulations that impact the Credit Union's day to day compliance requirements and ensures appropriate documentation is completed for transactions that fall under Bank Secrecy Act, Anti-Money Laundering Compliance, OFAC, and related reporting and monitoring requirements. Ensures that Credit Union policies and procedures are in compliance with all related laws and regulations applicable. Recommends policy changes to the BSA Officer, senior management and/or Board of Directors that will facilitate the Credit Unions compliance program to reduce risk, and reflect any applicable regulatory changes. Updates and disseminates information regarding laws and regulations and serves as a subject matter expert for the Credit Union on all compliance-related issues. Assists with investigation of fraud and criminal acts, as necessary.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X          |             | Bachelor's degree |                       |
|            | X           | Bachelor's degree |                       |

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X          |             | 5 years                |                         |

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>   |
|------------|-------------|--|
| X          |             | Progressive Credit Union and/or other financial industry experience with expertise in a wide range of financial operations, lending, and consumer regulations. |
| X          |             | Thorough knowledge of consumer regulations and Credit Union operations.  |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills  |
|-----|------|--|
|     | X    | Equivalent experience with compliance certification in the financial industry. |

## Other Job Factors

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Reviews laws and regulations on an on-going basis that impact the Credit Union's compliance requirements, with emphasis on Bank Secrecy Act, US Patriot Act, and OFAC. Ensures all appropriate documentation is completed for transactions that fall under Bank Secrecy Act, Anti-Money Laundering Compliance, OFAC, FINCEN and any other related reporting and monitoring requirements. Analyzes potential suspicious activity within the Credit Union database and completes required forms such as Suspicious Activity Reports and Currency Transaction Reports for electronic filing. Creates and reviews reports as required by management, compliance agency, and the Supervisory Committee. Communicates audit results and/or irregularities on any files, files maintenance reports to management, Board of Directors, and Supervisory Committee. |        |           |          |     |
| Assists with the investigation of fraud and criminal acts, as necessary. Monitors, deters, detects, and investigates fraud, as well as current and potential losses, and fraudulent activity trends.  |        |           |          |     |
| Manages and facilitates the Credit Union's vendor management program to ensure all contracts, and accompanying documentation, are monitored regularly to allow for adequate time to act on contract renewals. Designs, implements, and continually re-evaluates the Request For Proposal (RFP) process to ensure all vendor data obtained, prior to entering new vendor relationships, is adequate and up-to-date, which allows sound business decisions by senior management team.   |        |           |          |     |
| Analyzes and evaluates the Credit Union's policies, procedures, products, and programs to ensure compliance with applicable laws and regulations. Assesses risk potential of current procedures and institute new procedures that minimize loss exposure. Develops and implements corrective action procedures as necessary to ensure compliance with policies and procedures and to avoid future compliance problems. Makes recommendations for change where appropriate.  |        |           |          |     |
| Develops and ensures implementation of record retention policies and procedures in accordance with regulations and laws.  |        |           |          |     |
| Assists in the revision and/or design of forms, products, web site, programs, or promotions to ensure compliance with all State and Federal rules and regulations.  |        |           |          |     |
| Performs security administration and supporting records quality control functions pertaining to all loan and mortgage and card access related systems and serves as back-up for assigning security access to the systems.   |        |           |          |     |
| Ensures that any change in policy or procedure is communicated to impacted departments, or Credit Union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented.  |        |           |          |     |
| Adheres to all applicable escheatment laws within each respective state to ensure the Credit Union continually and accurately remits all member accounts on time.   |        |           |          |     |
| Coordinates a compliance audit and presents a summary report to management in collaboration with internal auditor.  |        |           |          |     |
| Assists compliance examiners and regulators with their examinations, making available necessary information to complete examinations.   |        |           |          |     |
| Initiates and maintains insurance related correspondence with the General Liability and Bond carrier. Processes bond claims, death claims, and fraud claims or member claims.   |        |           |          |     |

## Other Requirements

| Essential: | Emergency Response/Recovery  | Essential: | Mandated Reporter  |
|------------|--|------------|--|
|            | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's |            | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, |

**Other Requirements**

|  |   |                   |  |
|--|---|-------------------|--|
| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>  | <i>Essential:</i> | <i>Mandated Reporter</i>   |
|  | Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |                   | or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <i>Campus Security Authority (CSA)</i>   |   |                   | <i>Essential:</i>  |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |   |                   | No   |

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.