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Position: Risk & Compliance Specialist

Reports to: Operations VP

Purpose: The successful applicant will review credit union security and loss control policies and procedures to ensure compliance with all related laws and regulations applicable to the credit union. Recommend policy changes to senior management and/or the Board of Directors that will facilitate the credit union's risk management program, safeguard the assets of the credit union, and reflect current regulations. Update and disseminate information regarding laws and regulations. Communicate with governmental and law enforcement regarding laws and regulations.

Duties/Responsibilities:

1. On an on-going basis, review laws and regulations relative to operational and compliance risk.
2. Evaluate the credit union's security guidelines, risk management policies, procedures, products and programs to ensure compliance with applicable laws and regulations. Make recommendations for change where appropriate.
3. Disseminate information, answer questions, and be a subject matter expert for the credit union on all risk management and loss-prevention issues.
4. Assess risk potential of current loss protection and risk management procedures, and institute new procedures that manage and control risks and losses.
5. Ensure that any change in security safeguards, policies, or procedures are communicated to senior management, the Board of Directors and the credit union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented.
6. Develop and implement credit union security measures as necessary to ensure compliance with policies and procedures ad to control future risks and losses.
7. In conjunction with internal auditor and/or compliance officer, coordinate a risk assessment and present a summary report to senior management.
8. Assist in the revision and/or design of security measures, forms, contracts, agreements, or disclosures, in compliance with all State and federal rules and regulations.
9. Develop or assist in the development of compliance training programs.
10. Develop and ensure implementation of database and record retention policies and procedures for classified information in accordance with regulations and laws.
11. Communicate with governmental and law enforcement agencies and providing information relating to risk management matters that affect credit union operations.
12. Community and volunteer involvement.
13. Answer the telephone in a courteous manner as needed.
14. Responsible to keep your desk and equipment clean and neat.
15. Report problems or concerns to Operations VP.
16. Perform other duties as required by the Operations VP.

Experience:

- 3-5 years' experience in risk analysis; or equivalent combination of education and experience
- Shown ability to document and follow-through in a work environment
- Computer experience

Skills:

- Strong communication skills with the ability to problem solve
- Ability to clearly communicate verbally and written
- High attention to detail and accuracy
- Ability to Multitask
- Organizational skills

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- Advanced computer skills on Microsoft Office with an emphasis in excel
- Ability to meet deadlines and targeted goals
- Ability to Multitask
- Previous training experience

Education required:

- High School diploma/equivalent

Physical demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee frequently is required to walk and stand. The employee must occasionally lift and/or move up to 40 pounds such as, but not limited to, projectors, printers, and computers. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus, such as to work on computers. The ability to travel to other buildings is required. The position may require the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

Work Environment:

- The standard work environment has moderate noise levels associated with members, computer equipment, and phone conversations.

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