NOVATION
CREDIT UNION

500 Imperial Avenue N., Oakdale, MN 55128
800.369.6628 novation.org

Risk Management Specialist

Reports to: SVP of Integration, Compliance, Information Technology
Department: Compliance
Status: Hourly

Location: This position is based at the Inver Grove Heights Branch with flexibility for remote work.

JOB SUMMARY

Responsible for assisting with ensuring the Credit Union is in compliance with all state and federal regulations. Reviews and appraises soundness, adequacy, effectiveness, and proper application of financial controls and of credit underwriting and new accounts. Assesses the adequacy and extent of programs designed to safeguard assets. Assists with internal audits. Compiles and issues reports detailing conclusions and providing recommendations for improvement. Prepares and files reports with government agencies as directed by law. Responsible for backing up the loan processor functions of the Credit Union.

RESPONSIBILITIES

- Process loan maintenance, along with being responsible for reviewing them for the proper supporting documentation.
- Review loan documents to ensure necessary loan paperwork is in the file.
- Audit loan applications for proper underwriting per the loan policy
- Audit new accounts for all necessary new membership application documentation.
- Ensure that all new membership applications are scanned.
- Completes subpoena paperwork.
- Log compliance open items on spreadsheet.
- Complete review of inactive and dormant accounts.
- Complete dormant account process annually.
- Business account monitoring. Look for high risk accounts. Document activity as needed.
- Log watch list transactions.
- Complete CTRs and SARs as needed.
- Manages, implements, and ensures compliance with applicable financial laws and regulations.
- Analyzes and reports data as required.

- Assumes responsibility for establishing and maintaining effective communcation and coordination with area personnel and with management.
- Assists Senior Management in developing policies and procedures for compliance issues. Conducts periodic reviews of existing policies to ensure accuracy, efficiency, and effectiveness.
- Assists area personnel as needed.
- Management is appropriately informed of area activities and of any significant concerns.
- Completes and submits required reports, records, and related documents.
- Attends meetings as required.
- Maintains the Credit Union's professional reputation.
- Resolves complaints, questions, and problems promptly. Provides assistance as needed.
- Represents the organization in contacts with business and trade associations and otherwise promotes the Credit Union's professional image.
- Stays informed of trends and developments in compliance issues and loan reviews.
- Ensures work area is clean, secure, and well maintained.
- Participates in and helps promote Credit Union training including attending staff meetings.
- Complete education requirements annually, attend seminars and workshops where applicable.
- Develop and maintain a cooperative work environment and open communication with management.
- Perform other duties as assigned by Management.

EDUCATION/EXPERIENCE

- High school graduate
- Three to five years' financial institution experience

KNOWLEDGE AND SKILLS

- Excellent written and verbal communication skills
- Knowledge of credit union and financial regulations
- Basic computer skills and experience using Microsoft programs such as Word, Excel and PowerPoint
- Superior organizational skills, ability to handle multiple projects at a time, ability to adapt and change plans based on priority shifts
- Ability to meet deadlines
- Strong analytical skills, such as problem solving, critical thinking and decision making.

Email resume to: humanresources@novation.org

Salary Range: $24.50 - $36.50 per hour