

EXTRA CREDIT UNION  
JOB POST

Fraud Specialist

Department: Digital Banking  
Reports to Supervisor of Digital Banking  
Pay Basis / Classification: Hourly / Non-Exempt

**Job Overview:** We are seeking a detail-oriented and analytical Fraud Specialist to join our team. In this role, you will be responsible to assist in ensuring minimum losses to Extra Credit Union. You will be responsible for the investigation of fraudulent, illegal, or improper activities by internal and external means, and the prevention and recovery of losses sustained by such activities.

**Essential Functions & Responsibilities:**

- Review Bank Secrecy Act (BSA) transaction monitoring software
- Acknowledge and review all alerts, for suspicious activity and fraud
- Utilize software for reporting and analyzing trends
- Report fraudulent or suspicious activity to management
- Conduct and document investigations of fraud to ensure minimal losses
- Coordinate recovery of losses due to fraudulent activity
- Assist in developing, maintaining, and implementing policies and procedures to detect and prevent the occurrence of fraudulent activity
- Educate employees to identify and respond to potential security violations
- Act as liaison to local, state, and federal law enforcement agencies
- Prepare reports for management to update status of current investigations

**Knowledge and Skills:**

- Three to five years of similar or related experience
- High School or equivalent education
- Strong interpersonal skills to include conflict resolution, relationship building, and soliciting cooperation
- Must exhibit high degree of confidentiality, discretion, diplomacy, and tact
- Ability to investigate with attention to detail, clear documentation, and problem resolution

If you are passionate about safeguarding financial integrity and have the necessary skills to excel in this role, we encourage you to apply.