

Los Angeles Police Federal Credit Union (LAPFCU) has an exceptional career opportunity available. LAPFCU was started in 1936 and is a continuing leader in the credit union industry. Currently our asset size is \$738 million and growing. We offer competitive compensation and an exceptional benefits package. In addition to the related experience required for each position, candidates with experience in a financial institution are preferred.

INTERNAL AUDITOR/FRAUD SPECIALIST

Job Title: Internal Auditor/Fraud Specialist

Wage Classification: Non- Exempt

Status : Full-Time

Hourly Range: \$29.18 - \$36.47

Location: Van Nuys Branch

16150 Sherman Way Van Nuys, CA 91406

Department: Internal Audit

Requisition: #2009-31

Job Code: Web/Fraud Specialist

INTERNAL AUDITOR/FRAUD SPECIALIST

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

POSITION PURPOSE & SUMMARY

The primary purpose of this position is to assist Los Angeles Police Federal Credit Union live out its mission, "to enhance the quality of life for the Los Angeles Police Department family by serving as a trusted partner providing rewarding financial solutions through exceptional service." To achieve this purpose, this position must provide outstanding service to both internal and external members. Responsible for ensuring the delivery of our Service Promises and maintaining the Credit Union's Quality Service Standards in every situation.

Under the direction of the Vice President of Risk Management, works with key business stakeholders throughout the Credit Union to develop, test and assist with the implementation of fraud prevention and detection controls to improve the Credit Union's management of fraud risk.

Demonstrates and maintains an up-to-date knowledge of and ensures on-going compliance with applicable regulatory requirements, such as BSA, OFAC, CIP, and internal policies and procedures.

Be an active/supportive participant in all service training. Utilize tools as they are made available.

1. Act as an internal fraud risk management consultant to various departments in the Credit Union with regard to operating controls, fraud, and user system security.
2. Review daily data processing monitoring reports and critical risk management reports for suspicious (improper, unusual or irregular) activity. Make decisions and ensure that actions are implemented to avoid or minimize losses whenever possible.
3. Identify the warning signs and red flags that indicate evidence of fraud and fraud risk.

4. Disseminate information regarding current frauds or scams to appropriate staff and to credit union members.
5. Investigate patterns of potential fraud and act swiftly to eliminate potential loss.
6. Maintain spreadsheets listing accounts that appear to have patterns of fraud.
7. Assist in gathering documentation and evidence for filing of fraud-related bond claims and reports to law enforcement agencies.
8. Coordinate responses to fraud. Lead the development and implementation of processes which facilitate the exchange of fraud intelligence between departments and throughout the organization.
9. Track and monitor fraud for the purpose of identifying and reporting trends. Create and maintain a database for reporting fraud activity to senior management.
10. Coordinate and assist with the assessment of fraud exposures with Internal Audit to recommend appropriate actions to mitigate exposures and risks.
11. Coordinate special projects for the prevention and detection of fraud.
12. When appropriate, file necessary reports with security agencies including but not limited to the FBI, Secret Service and other law enforcement.
13. Act as a liaison with law enforcement agencies, external auditors, and federal examiners throughout the course of fraud investigations
14. Prepare internal reports of investigations, identify procedural and control weaknesses and make recommendations to prevent future losses.
15. Appraise the adequacy of the corrective action taken to improve deficient conditions.
16. Research and file fraud-related insurance claims and police reports, and work closely with authorities to resolve cases. If necessary, testify in fraud-related criminal and civil proceedings as required on behalf of the Credit Union.
17. Assist with continued staff training in fraud awareness.
18. Regularly author articles for monthly member newsletter and Credit Union website that provide members with information on current scams and tips on loss avoidance.
19. Participate in industry groups and attend educational seminars to maintain a proactive position in helping to prevent fraud.
20. Possess a thorough understanding of the software applications utilized by the Credit Union.
21. Conduct special investigations when required.
22. Monitor dormant account activity and prepare dormant confirmation letters.
23. Monitor and distribute all Credit Union returned mail.

QUALIFICATIONS

- Education: Bachelor's degree from a four-year college or university preferred with emphasis in Accounting, Finance, Business Administration, or Economics.
- Training and Experience: Three to five years' relevant experience in a financial institution, or other analysis, auditing, fraud investigation or loss prevention experience. CFE designation preferred.
- Required License and/or Documentation: Valid California driver's license and proof of current insurance coverage.
- Working knowledge of federal and state regulations and other laws pertaining to credit unions preferred.

Please apply to:

Los Angeles Police Federal Credit Union
Human Resources Department

Job Code: CB/Internal Auditor/Fraud Specialist
16150 Sherman Way
Van Nuys, CA 91406

E-mail: jobs@lapfcu.org

Fax 818/782-9356

Resumes without salary requirements will not be reviewed.

To learn more about the Los Angeles Police Federal Credit Union, please visit our website at
<http://www.lapfcu.org/>

No phone calls, please. LAPFCU is an Equal Opportunity Employer.