

## **Fraud Specialist – Job Description Summary**

Responsible for developing and maintaining best practices to guard against and reduce financial fraud and crimes against the organization, its customers/members and employees. This includes credit and debit card fraud, check fraud, loan fraud, ATM fraud, identity theft, and check kiting. Resolves fraud related issues in compliance with local, state and federal laws and regulations. Assists with preparation of monthly reports. Responds to questions and/or provides information upon request from staff and members. Processes requests/transactions, as appropriate.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment