

## **Risk Management Coordinator – Job Description Summary**

Under the direction of the Vice President – Risk Management administer the Bank Secrecy Act Program at the Credit Union. Responsible for kiting reviews and administering record retention program at the organization. Assist Vice President – Risk Management in implementing Risk Management and Regulatory Compliance Programs. Assist Vice President – Risk Management in monitoring third party vendor relationships and contract administration.

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