

Prospect Bank Risk Specialist Job Description

Job Title: Risk Specialist

Reports To: Risk Management

Prepared By: Administrative Services

Region: 7706 – Audit & Risk

FLSA Status: Hourly

Prepared Date: 05/27/2025

Summary: The Risk Specialist will focus on fraud detection, data analysis, and maintaining the integrity of business operations. They will play a key role in supporting fraud investigations, performing data entry tasks, and mining data for patterns and anomalies. They will work with the Risk Management team as well as the Fraud Team.

Essential Duties and Responsibilities:

- Assist in identifying and investigating potential fraud cases across various business channels.
- Perform accurate and timely data entry of risk-related information into internal systems.
- Use data mining techniques to uncover suspicious patterns, trends, or inconsistencies.
- Support the development of fraud detection models and risk scoring systems.
- Collaborate with internal teams to escalate and resolve risk issues.
- Maintain detailed documentation of investigations and findings.
- Help prepare reports and summaries for senior management and regulatory bodies.
- Stay up to date on fraud trends and emerging risk threats

Supervisory Responsibilities: There are no supervisory responsibilities for the Risk Specialist.

Qualifications: Degree in Criminal Justice, Business, Data Analytics, or a related field (or equivalent experience). Strong attention to detail and organizational skills. Basic understanding of fraud detection principles and risk management. Proficiency in Microsoft Excel; familiarity with data analysis tools (e.g., SQL, Python, R) is a plus. Excellent written and verbal communication skills. Ability to handle sensitive information with discretion. Preferred attributes include a curious mindset with a passion for solving problems. Eagerness to learn and grow within the risk and compliance field. Comfortable working independently and in a team environment.