



Police Federal Credit Union

Position Description

Title: Records Management Coordinator

Reports to: Chief Executive Officer

Company Profile: Police Federal Credit Union, headquartered in the Washington, D.C. metropolitan area, is a full service, not-for-profit financial institution that has been committed to protecting the financial interest of members of the law enforcement community since 1935. Police FCU has a workforce that is committed to exceeding expectations and building lasting relationships to help the organization with steady growth. We take pride in our employees for their talent, dedication, and the difference they make to our law enforcement community.

Organization Conformance Statement: In the performance of their respective duties and responsibilities all employees are expected to conform to the following:

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and management.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other departments, employees, customers, members, and management.
- Work effectively as a team contributor on all assignments and have general knowledge of Police Federal Credit Union's operations and services.

Essential Duties and Responsibilities:

- Maintaining the credit union's records retention schedule in accordance with NCUA requirements and applicable federal and state laws.
- Managing electronic and paper member records.
- Coordinating the secure destruction of records that have met retention requirements.
- Administering the document imaging and electronic document management system.
- Ensuring loans, deposits, HR, accounting, and board records are complete and properly indexed.
- Responding to internal requests for archived records.
- Assisting with audits, NCUA examinations, and legal document requests.
- Monitoring compliance with records retention policies across all departments.
- Training employees in proper document retention and disposal procedures.
- Working with IT to ensure appropriate backup and long-term preservation of electronic records.

Desired qualifications

- 2–5 years of records management, banking operations, or administrative experience.
- Experience with document imaging systems and Microsoft Office.
- Exceptional attention to detail and organizational skills.
- Understanding of financial institution privacy requirements and record retention regulations.
- Ability to maintain confidentiality.