

JOB DESCRIPTION

POSITION: Enterprise Risk Analyst

REPORTS TO: Information Security Officer

WORK SCHEDULE: Full Time

JOB SUMMARY: The Enterprise Risk Analyst is responsible for supporting the Information Security Officer and the Enterprise Risk Management (ERM) team through the development and maintenance of risk management programs. Enterprise Risk Analyst will continuously assess business unit policies, procedures and operations to ensure the organization is meeting all regulatory requirements and best practices. This role entails ongoing internal analysis as well as performing security reviews and contractual due diligence of third parties and vendors. This position supports existing processes as well as identifies strategies for continued improvement within Central Payments.

WORK LOCATION: 420 W. 4TH ST.
Dell Rapids, SD 57022

CONTACT: Bridgid Hurley, bhurley@central-payments.com

ABOUT US: Visit <https://www.central-payments.com/our-story> and fallsfintech.com

TO APPLY: Visit <https://www.central-payments.com/careers>

TRAVEL: No travel is required.

Desired Skills:

1. Ability to review, understand and implement corporate policies and procedures with interest and background in technical writing.
2. Knowledge of risk assessment, risk analysis and risk management methodologies
3. Capable of managing contract intake, including document reviews and ability to communicate/understand SLAs
4. Experience in (and expected to become fluent with) regulatory banking guidance (including but not limited to the FFIEC IT Handbook (<https://ihandbook.gov/>)).
5. Maintain an intellectual curiosity and superb problem solving skills
6. Exceptional attention to detail and prompt follow-through
7. Results driven and self-motivated
8. Ability to manage multiple priorities simultaneously
9. Ability to work independently while supporting the overall mission of a team
10. Proficient with Microsoft Office applications (including Word, Excel, Access and PowerPoint)

Principal Responsibilities:

1. Assist in the development and maintenance of corporate documentation and maintain oversight of published documents.
2. Assist with the ongoing maintenance of risk assessments and enterprise-wide risk mitigation activities (including but not limited to business continuity planning, cybersecurity training, and incident response)
3. Assist with project management and coordination of enterprise-wide information Security initiatives (including but not limited to interviewing business units, data collection and data analysis)
4. Assist with implementation and maintenance of data privacy program ensuring the organization fulfills relevant regulatory and compliance expectations (including but not limited to FFIEC, PCI, and GLBA data requirements).
5. Assist with the execution of operational and IT audit engagements by maintaining organized trackers, organized documentation, scheduling meetings, and providing updates to help meet external obligations and timelines.
6. Assist as necessary in conducting research to verify best practices, leading practices, as well as aid in the overall

monitoring for emerging risks to the organization, with an emphasis on Information Security.

7. Assist with and leverage software to perform initial and ongoing reviews of Third Parties and Vendors partnering with Central Payments (including but not limited to conducting research, extracting data and performing analysis)
8. Assist with contract intake processes (including but not limited to reviewing key elements, communicating SLAs, and maintaining oversight over the life of a contract)
9. Assist with regulatory monitoring and change management efforts to support the Information Security Officer and ERM team continuously meet expectations and improve risk management activities.
10. Complete other related activities as needed to support corporate objectives regarding IT security, employee training, controls, and monitoring.

Education/Experience:

1. Bachelor's degree required.
2. Experience in financial services industry and/or direct experience in data privacy, information security, internal audit or enterprise risk management desired; 1-2 years of experience is preferred.

Tips if You are Contacted to Interview:

- To save some time, it's easier if you check in prior to visiting us by clicking on this [link](#). *NOTE: Due to health risks associated with COVID-19, suitable masks are required for any face to face contact with Central Payments staff and we will happily accommodate a video interview if you prefer.*
- We highly recommend that you take time to visit our website at www.central-payments.com and our LinkedIn company page. There are informational videos and links to podcasts under the "Our Story" tab that help you understand our background.
- Central Payments' primary business is establishing consumer deposit accounts, issuing incentive and rebate cards, and transferring/remitting funds via ACH and other means. Prepaid cards make up a significant portion of our business. If you are not familiar with prepaid cards, we recommend that you purchase a Visa, MasterCard or Discover-branded, general-purpose, reloadable prepaid card (not a gift card) at any retailer, load a small amount of money, register the account/activate the card, login to the account center online, and conduct transactions. While the card you purchase will likely not be issued by Central Payments, it will still help you understand the product in general, its features, and benefits.
- To better understand the traits we look for when interviewing candidates please visit: "[Is Central Payments a Fit for Me?](#)" and what it means to "[Be Essential](#)".