

JOB DESCRIPTION

POSITION: RISK ANALYST

OVERALL FUNCTION: Responsible for supporting the Third Party Risk Management Program of the organization, including collection of due diligence materials, monitoring of third parties and administration of the periodic risk review schedule.

REPORTS TO: Third Party Risk Manager & Counsel

LOCATION: 420 W. 4th St., Suite B
Dell Rapids, SD 57022

CONTACT: Jessica Perkins, TPR Manager and Counsel, jperkins@central-payments.com
Mandy Cooper, VP of AML/BSA, Compliance mcooper@central-payments.com

ABOUT US/TO APPLY: Visit www.central-payments.com

QUALIFICATIONS:

Required Skills:

1. Willingness to learn and apply principals of risk management in an effective manner
2. Ability to identify risk categories and associated mitigating measures
3. Ability to identify and properly escalate identified risks
4. Excellent problem-solving skills and attention to detail
5. Results driven, self-motivated, with the ability to work independently
6. Exemplary written and verbal communication skills
7. Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint)
8. Proven ability to remain organized while constantly multi-tasking and reprioritizing daily workload
9. Ability to read, analyze, and interpret regulations and guidance related to Third Party Risk
10. Ability to effectively present and provide information to co-workers, leadership, clients, and customers.

11. Ability to track progress of reviews pursuant to an established schedule and report the timeliness of reviews.
12. Ability to manage contractors and consultants supporting the TPRM function, ensuring quality, timeliness, and conformance to budget.

Education/Experience:

1. Two+ years of payment and financial product services experience (prepaid experience a plus).
2. Associate's degree from a two-year college or university; or at least two years related experience in financial services; or equivalent combination of education and experience.

PRINCIPAL RESPONSIBILITIES:

1. Works closely with employees from across the company, including members of senior management, as well as vendors, and business partners, to foster a team approach to support the initial and ongoing review obligations of Central Payments.
2. Contributes to the preparation of the annual Risk Assessment Schedule and tracks progress.
3. Responsible for requesting and ensuring the timely completion of due diligence from Third Parties.
4. Assist with gathering proper documentation for new and existing third party relationships and ensure documents are properly completed and retained.
5. Assists with the maturation and evolution of the automation of the Third Party Risk Management Program.
6. Assists with the creation of Policies and Procedures as requested.
7. Responsible for escalating matters as appropriate.
8. Supports any special projects or critical work and other duties as assigned.

ABOUT CENTRAL PAYMENTS AND CENTRAL BANK OF KANSAS CITY

Central Payments operates as the payments division of Central Bank of Kansas City (CBKC) and administers prepaid card programs on behalf of CBKC via retail, employer/payroll, and online outlets nationwide. CBKC is a sixty-four-year-old family-owned Bank located in the heart of Kansas City, Missouri and one of 106 financial institutions in the country certified by the U.S. Treasury as a Community Development Financial Institution ("CDFI"). CBKC and Central Payments share the mission to provide high quality financial products to consumers of modest means, who historically have not enjoyed the benefits of affordable and accessible financial services. "*Treat Each Customer's Balance as Though Its All They Have*" guides our approach to product design, customer service, and affordability. Visit www.central-payments.com or www.centralbankkc.com for more information.