

JOB DESCRIPTION

POSITION: Director of Information Security

JOB SUMMARY: This role is responsible for managing the information security practices and policies within Central Payments and assessing conformance to these policies and procedures among vendors and partners. The individual leads the organization's efforts to ensure compliance with regulatory, network, and PCI regulations and guidelines.

LOCATION: 420 W. 4th St.
Dell Rapids, SD 57022
OR
Remote office locations available

CONTACT: Trent Sorbe, President & Founder: tsorbe@central-payments.com

ABOUT US: Visit Central-Payments.com and FallsFintech.com

TO APPLY: Visit Central-Payments.com/Careers

TRAVEL: Post-COVID travel is expected to average 4 trips per year, ranging from 1-2 nights/trip

Required Skills:

1. IT system and IT security policy knowledge regarding for PCI, PII, and GLBA requirements;
2. IT security risk assessment, analysis, and risk remediation knowledge and documentary methodologies.
3. Documentation of policies, procedures and planning for IT systems for regulated industries
4. Demonstrated understanding of security protocols surrounding open API platforms and cloud environments.
5. Ability to manage multiple priorities simultaneously;
6. Excellent analytical and problem-solving skills;
7. Exceptional attention to detail;
8. Results driven and self-motivated;
9. Exemplary written and verbal communication skills;
10. Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint);
11. Previous experience with audit and policy software suites such as Connectix or other policy and assessment tools.
12. Solid familiarity with (and expectation to become fluent with) regulatory guidance concerning information security, disaster recovery and business continuity, including but not limited to the FFIECIT Handbook (<https://ithandbook.ffiec.gov/>)

Education/Experience:

1. Bachelor's degree in Computer Science, Information Systems/Cyber Security/System Administration, finance, insurance, business or related field.
2. Minimum of five years' experience in cybersecurity or internal IT auditing.
3. Certification background: Certified Information Services Auditor (CISA), Certified Internal Auditor or Certified Information Systems Security Professional (CISSP) is preferred, but not required. Candidates without one or more of these certifications will be expected to obtain them within the first 12-24 months.

PRINCIPAL RESPONSIBILITIES:

1. Develop standards, guidelines, and certification processes for partners and vendors accessing Central Payments' Open*CP API platform's sandbox and production environments.
2. Lead efforts to secure and maintain PCI and SOC compliance, as well as any other certifications or licensing.
3. Work closely with and monitor outside contracts to ensure work performed on behalf of Central Payments conforms to policy and regulatory requirements.
4. Administers policies and procedures relating to pre-deployment testing and post-deployment validations, change management, and IT project management.
5. Responsible for continuously reviewing industry-related security and compliance topics and proactively initiating timely changes when necessary.
6. Leads Third Party Risk IT security assessments and ongoing IT security compliance reviews of third- party vendors and bank partners following FDIC and other bank regulatory laws and guidelines.
7. Conduct or assist in primarily information technology (IT) internal audits but may also assist with operational and compliance audits.
8. Develop audit objectives, scope and audit program based on the risk assessment conducted. Perform audit tests, documentation/tracking of remediation's, and results.
9. Develop and maintain IT related policies and procedures based on existing and expanding technologies deployed by Central Payments.
10. Spearheads all IT related audits conducted by 3rd parties and bank regulators.
11. Evaluates IT infrastructure, products, and services, in terms of risk to the organization, and establishes controls to mitigate loss.
12. Assist with GLBA Risk Assessments, Business Continuity and DR planning.
13. Work closely with management and business unit leaders, performing necessary due diligence to ensure the correct IT security and compliance practices and policies are in place.
14. Properly document, prioritize and execute all security and compliance related initiatives.
15. Complete other related activities as needed to support corporate objectives regarding IT security, employee training, controls, and monitoring.

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 Central-Payments.com and our LinkedIn company page. There are informational videos and links to podcasts under the "Our Story" tab that will help you understand our business and company 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 review: *"Is Central Payments a Fit for Me?"* and *"What Does it Mean to 'Be Essential'?"* Both documents are available at the top of our Careers page at www.central-payments.com/careers.