



JOB DESCRIPTION

(Items in Yellow Highlight Updated 12/6/19)

POSITION: Information Security Officer

REPORTS TO: Vice President of Information Systems, Central Payments Division

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.

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

CONTACT: Jason Kasselder, VP, Information Systems
jkasselder@central-payments.com

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

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 FFIEC IT 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. Candidates without one or more of these certifications will be expected to obtain them within the first 12-24 months.

PRINCIPAL RESPONSIBILITIES:

1. Lead efforts to secure and maintain PCI and SOC compliance, as well as any other certifications or licensing.
2. Work closely with and monitor outside contracts to ensure work performed on behalf of Central Payments conforms to policy and regulatory requirements.
3. Responsible for continuously reviewing industry-related security and compliance topics and proactively initiating timely changes when necessary.
4. 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.
5. Conduct or assist in primarily information technology (IT) internal audits but may also assist with operational and compliance audits.
6. Develop audit objectives, scope and audit program based on the risk assessment conducted. Perform audit tests, documentation/tracking of remediations, and results.
7. Develop and maintain IT related policies and procedures based on existing and expanding technologies deployed by Central Payments.
8. Spearheads all IT related audits conducted by 3rd parties and bank regulators.
9. Evaluates IT infrastructure, products, and services, in terms of risk to the organization, and establishes controls to mitigate loss.
10. Assist with GLBA Risk Assessments, Business Continuity and DR planning.
11. 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.
12. Properly document, prioritize and execute all security and compliance related initiatives.
13. Complete other related activities as needed to support corporate objectives regarding IT security, employee training, controls, and monitoring.

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.