

## JOB DESCRIPTION

**POSITION:** **Third Party Risk Manager**

**SUPERVISOR:** Assistant Vice President/Sr. Director of Enterprise Risk

**WORK LOCATION:** 420 W. 4th St., Suite B Dell Rapids, SD 57022 or Remote

**WORK SCHEDULE:** Standard business hours, Monday through Friday, with a willingness to monitor email and other systems during nonbusiness hours in case of a critical matter and able for additional hours that may be occasionally required in order to meet time-sensitive deliverables and deadlines.

**TO APPLY:** Visit [www.central-payments.com](http://www.central-payments.com)

**Required Skills:**

- Ability to display good judgment as well as resourcefulness, tact and diplomacy.
- Firm grasp of financial drivers for successful prepaid programs and ability to recognize key revenue and expense items impacting profitability.
- Strong organizational skills with the ability to multi-task while managing multiple accounts and related tasks.
- Exemplary communication and interpersonal skills, with the ability to effectively present outcomes and positions to third parties in a way that maintains a positive, productive relationship with Central Payments.
- Excellent analytical and problem-solving skills.
- Motivated, quick learner with a strong work ethic.
- Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint).
- Significant exposure to principles of compliance management and a reasonable fluency with rules, regulations, and regulatory guidance impacting prepaid cards.
- Ability to remain organized while constantly multi-tasking and reprioritizing daily workload.
- Ability to evaluate and mitigate inherent risks and how it contributes to the organization's overall risk management system.

**Education/Experience:**

- Five years of at least manager-level experience, with very recent experience in payments industry
- Bachelor's Degree in business administration, finance, management, or related field.
- Law degree and/or experience with payment network rules a plus.

\*Equivalent combination of education and experience will be considered.

**Key Responsibilities Include:**

- Ensure Central Payments Third Party Risk Management Policy remains up-to-date (including making recommendations for changes and improvements) and the monitoring of such third parties is performed in accordance with the Policy.
- Lead and coordinate the activities that are necessary to provide effective oversight to the Bank's Third Party relationships including due diligence, annual and semi-annual reviews, issue tracking and remediation.
- Maintain an accurate risk profile of all Mission Critical Third Parties and, based upon information gleaned from the TPRMP, make recommendations for modifying assigned risk ratings.
- Ensure that proper documentation for new and existing third party relationships are properly completed and retained. This includes, but is not limited to, risk assessment forms, contracts, insurance documentation, etc.
- Maintain and revise policies and procedures to ensure that third party relationships are properly managed throughout their lifecycle, including the due diligence and periodic review phase.
- Collaboratively participate in, and contribute to, any committee that you are assigned to for the purpose of reviewing new and existing third party relationships.
- Work closely with other departments within the Bank to ensure that third party relationships, or products offered through third party relationships, are appropriately reviewed throughout their lifecycle.
- When deemed necessary, perform site visits to third party service providers to ensure that their operations are meeting contractual obligations and the Bank's expectations.
- Draft reports to be presented to executive management on risk profiles of programs and third party relationships.
- Manage the Third Party Risk analysts and complete performance assessments and coaching on processes.
- Perform other duties as assigned.

**Tips if we contact you for an interview:**

- To save some time, it is 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](http://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.
- 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](#)."
- 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 sizable 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 Central Payments will not issue the card you purchase, it will still help you understand the product in general, its features, and benefits.