

## JOB DESCRIPTION

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

**SUPERVISOR:** EVP, Chief Risk Officer

**WORK LOCATION:** Dell Rapids/Sioux Falls SD 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:

- Exemplary communication and interpersonal skills, with the ability to clearly communicate (verbally and written) complex information and effectively present outcomes and positions in a way that maintains a positive and productive relationship both internally and externally to Central Payments.
- Significant understanding of the principles of risk management and a strong fluency with rules, regulations, and regulatory guidance impacting prepaid cards and the payment industry.
- A concrete understanding of FFIEC guidance and Risk Categories required to support risk governance functions.
- Ability to display good judgment as well as resourcefulness, tact and diplomacy.
- Strong organizational skills with the ability to multi-task while managing multiple projects and related tasks.
- Ability to focus on deadlines and deliverables – ensure the ability to address remediation quickly and effectively.
- Ability to evaluate and mitigate inherent risks and how they contribute to the organization's overall risk management system.
- Communicate internally to inform and support Enterprise Risk Management governance.
- Excellent critical thinking and problem-solving skills.
- Ability to understand risk data and liaise with internal groups.
- Self-motivated with a strong work ethic.
- Proficiency with Microsoft Office applications (including Word, Excel, Access and PowerPoint).

### 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 Enterprise Risk Management Policy remains up-to-date (including making recommendations for changes and improvements) and governance is performed in accordance with the Policy.
- Administration of Policy development relating to Vendor Oversight and Enterprise Risk.
- Maintain Enterprise Risk Management tools and functions (policies, control documentation, assessments, metric reporting) and evaluating and assessing a set of risk metrics and reports.
- Review key performance indicators/metrics and assist executive management in early identification of risk.
- Lead and coordinate the activities that are necessary to provide effective oversight to the Bank's Third Party and Vendor relationships including due diligence, ongoing reviews and remediation.
- Collaborate with business owners to identify or establish mitigation strategies of identified risks.
- Administer the Bank's Enterprise Risk Management framework, including validation of its effectiveness and report any identified deficiencies to Executive Management and Oversight Committees.
- Collaboratively participate in, and contribute to, any committee that you are assigned to for the purpose of enterprise risk governance.
- Work closely with other departments within the Bank to ensure that third party relationships, vendor relationships and products offered are appropriately reviewed throughout their lifecycle.
- Evaluate reports to be presented to executive management/committees on risk profiles of programs and third party relationships.
- Create and deliver risk reporting presentation and activities of the Enterprise Risk Management program to management and committees and supports further risk reporting requests made by CRO.
- Identify gaps within the risk governance scope and develop, implement and maintain remediation activities to close the gaps.
- Develop solutions to improve efficiencies in oversight processes.
- Develop and maintain key Enterprise Risk Management documentation including documentation to support compliance with requirements of Enterprise Risk Management Policy and relevant regulations.
- Interact with business owners, as necessary, to assist in due diligence activities to include review of vendor financial performance, reputation reviews, business continuity plans/testing results, internal controls report, contract review, adequacy of insurance, SLA's and on-site vendor reviews, when warranted.
- Manage external audit schedule and report to oversight committees.
- Monitors for new regulations and developments in relation to enterprise risk management.
- Manage direct reports 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.