

Posting Date: July 16, 2021

Position: Enterprise Risk Management Officer
Reports to: COO
Location: TBD



About us:

For a century-old institution, we operate more like a start-up than a traditional bank. *Entrepreneurs banking entrepreneurs* - innovation, hustle, and results are rewarded. Experiencing 551% organic growth in the last decade alone, we are strategically expanding our team to scale with excellence. As such, Vista Bank is currently seeking a full-time Enterprise Risk Management Officer.

Vision for this position:

The right candidate will contribute to and capture the vision of the Chief Operations Officer and will ensure key controls are in place to mitigate risk, assess, and improve cross-departmental risk management processes, oversight of a comprehensive vendor management program and efficient management of the audit functions and results.

Daily and Monthly Responsibilities

- Risk evaluation and controls
- Business impact analysis
- Business continuity strategy development
- Emergency response and operations
- Staying informed on Company-wide initiatives and effectively evaluating the impact of those initiatives on the Company's business continuity program.
- Staying abreast of general business and economic developments and effectively evaluating the impact of those developments on the Company's business continuity program.
- Staying informed on regulatory changes, monitoring the business continuity program as it relates to audit and regulatory compliance and developing a gap analysis and plan to address gaps.
- Serving as the subject matter expert and business owner for system supporting continuity planning, risk management, vendor management, etc.
- Facilitating the development of standards and ensuring all business continuity plans are documented and meet those standards.
- Overseeing, coordinating and assisting lines of business with the development, publication and maintenance of business continuity plans
- Interacting with business unit managers regarding business continuity plans and following up with plan owners regarding outdated plans or other anomalies noted in plans.
- Working with department contacts to promote and ensure a high level of awareness regarding business continuity planning across the Company as well as appropriate preparedness of personnel during an event or a disaster.
- Assisting and supporting lines of business regarding the development and execution of emergency preparedness and business continuity planning exercises
- Overseeing updates to various web sites including Share Point and company intranet sites.
- Leading efforts related to other educational and administrative matters as requested (e.g., professional development programs, process improvement team initiatives and special projects).
- Attending all Council meetings and reporting on the status of the Enterprise Risk Management program.
- Report to management and board of directors Administer current and new bank regulations

- Liaison between auditors and bank personnel for internal/external audits and exams
- Ensure compliance with all company and banking regulations
- Recording and retention of multiple files and documents
- Other duties as assigned

Skills and Qualifications

- College education
- Minimum of 5-7 years in financial regulatory compliance, audit and/or enterprise risk management.
- Proven experience developing an effective compliance, audit and/or enterprise risk program with strong assessment tools and controls identifying risks and opportunities.
- Evidence of increasing responsibility and supervisory/management experience is necessary.
- Thorough knowledge of applicable federal and state financial regulations is required.
- Thorough knowledge of compliance reviews and reporting, internal controls including regulatory agency exams, internal audit, quality assurance, third party vendor management, enterprise risk management is required.
- Thorough knowledge of practices and procedures within the financial services industry related to OFAC, BSA, financial crimes and regulatory report filing is required. Thorough knowledge of change management practices ensuring all stakeholders are prepared and comply with new regulatory policies is preferred.
- Receptive to vision, direction, and constructive criticism from peers and leadership
- Solid analytical, critical thinking and problem-solving skills required.
- Must anticipate future consequences and trends in the regulatory environment.
- Must be able to motivate and influence others to achieve business performance objectives.
- Excellent leadership, communication, problem-solving and decision-making skills; anticipate and plan ahead.
- Must be able to work in a fast-paced, high-stress environment with multiple and /or constantly changing priorities.
- Positive attitude and great work ethic.
- Ability to speak and hear.
- Clarity of corrected vision at 20 inches or less for normal duties.
- Clarity of corrected vision at 20 inches or more for security purposes.
- Must meet minimum credit standards and pass a criminal background check. (Only applicants that have consented to a background and credit check will be considered.)

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application.

Completed applications can be delivered in-person to 1508 Texas Avenue, Lubbock, Texas or by fax to (806) 687- 4742, Attn: HR

Please direct inquiries to Matt Willis at (806) 370.2165

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Vista Bank reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Vista Bank is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, natural origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.