

Job Description

Risk Manager

Department: Accounting
Reports to: Chief Financial Officer/EVP

Date: October 30, 2024

Summary: Responsible for conducting and reviewing risk assessments, developing and implementing risk management policies, and ensuring adherence to regulatory requirements. This role requires a proactive approach to identifying and mitigating risks, excellent communication and analytical skills, and the ability to work collaboratively with various departments.

Duties and Responsibilities:

Job responsibilities:

- Establishes the Enterprise Risk Management program/systems for the bank.
- Conduct comprehensive risk assessments and prioritize risks for management.
- Serves as an advisor to Executive Management in areas of risk and compliance.
- Develop and implement effective risk management policies.
- Monitor compliance with banking regulations and internal policies.
- Analyze the effectiveness of current risk management programs and recommend necessary adjustments.
- Prepare and present detailed reports on risk assessments and compliance to senior management, board of directors, and regulatory bodies.
- Collaborate with various departments to implement risk management measures.
- Manage risk management projects and initiatives.
- Stay updated on changes in regulations and industry best practices.
- Train and educate staff on risk management policies and procedures.
- Foster a culture of risk awareness and proactive risk management within the bank.
- Develops and, where necessary, assists with the implementation of process changes that will facilitate managing risk to an acceptable level, and maintain compliance with regulatory requirements.
- Identifies, evaluates, mitigates and monitors the bank's operational, strategic, and other identified risks.
- Coordinates with bank's Chief Credit Officer on credit risk.
- Analyzes and assists in revising business operations processes to comply with regulatory requirements.
- Stays abreast of the latest developments and trends related to risk management and compliance by attending seminars, reading trade association publications and articles and developing and maintaining relationships with regulatory contacts.
- Oversees the organization and coordination of all audits and exams.
- Participates in the Bank Compliance Committee and member of IT Committee, attends Officer Loan Committee (OLC) and the Audit/Loan Review/Compliance Committee of the Board.

Other Duties as assigned.

Qualifications/Requirements:

- Bachelor's degree in business administration, finance or related field preferred.
- Two years of banking experience and knowledge of related regulations and compliance preferred.
- Relevant certifications are a plus (e.g., CRM, FRM).
- Background in auditing and operations desired.
- High level analytical, strategic and communications skills.
- Excellent communication and leadership skills.
- Attention to detail and accuracy in reporting.
- Independent judgment with strong analytical and risk assessment skills.
- Project management experience is a plus.

Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderate. Ability to work under pressure, meet deadlines, and handle the public. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. This position may qualify for telework.

Equal Employment Opportunity Employer/M/F/Disability/Veteran