

Are you interested in joining a fast paced team with an emphasis on IT regulatory compliance (ITRC) services as a Compliance Analyst in Gladiator business unit? Gladiator is 1 of the 5 Solutions offered in ProfitStars brand for Jack Henry & Associates. Gladiator is known for providing financial institutions (FIs) with top tier security and cloud technologies as well as risk-based consulting services including customized IT Management, Information Security and electronic banking policies, web based security awareness training and virtual Information Security Officer services. This position will be filled to work out of any of the following locations: Alpharetta, GA / Brentwood, TN / Charlotte, NC / Allen, TX and or Remote. Travel is up to 5% to attend company meetings and or a professional development conference.

You will be working directly with IT and information security focused banking and or credit union personnel to assist in developing their IT Management, Information Security, electronic banking policies and support their risk assessment activities.

The size of your team is made of up 10 Gladiator professionals that handle customizing and delivering Information Technology Regulatory compliance / Business Continuity Planning services to Financial Institutions. The Compliance Analyst is responsible for communicating with external customers via the phone and or email and therefore, should possess solid verbal and written communication skills. If you are interested in this position please go to [careers.jackhenry.com](http://careers.jackhenry.com) and apply to JOB ID 14022.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree required.

Must have a minimum of 18 months of experience working for a bank or credit union in any of the following categories: Information Security / Technology categories: networking / operations / customer and or application support.

Must have experience using MS Office (MS Word and Excel).

### **PREFERRED SKILLS**

Following certifications are preferred: CISA / CISM / CRISC

Experience using MS Access and Visio is preferred.

### **ESSENTIAL FUNCTIONS**

Guide financial institution personnel in complying with FFIEC Information Technology Regulatory Compliance standards.

Customize I.T. regulatory compliance policy manuals/ policies/procedures for client base (new and existing)

Support Gladiator virtual Information Security Officer consultant(s) in providing services

Promote updates and enhancements to FI's for Gladiator products/services.

Perform administrative functions for managing client policy base

Research I.T. and security focused regulatory/ compliance issues

Meet with clients on site/remote, host webinars, and conference review sessions

Write/edit procedures, documentation, marketing material

May create and present educational material for in-person presentations and online webinars

Researches and tests compliance issues for all JHA applications related to federal regulations, state statutes, industry standards and best practices, and other regulatory agencies.

Evaluates internal controls, communications, risk assessments, and maintenance of documentation of policies and procedures, for the company and at the customer level, in order to adhere to regulations.

Analyzes customer level compliance with various rules, regulations, standards and best practices.  
Monitors regulatory changes and distributes necessary information to implement changes to various departments and internal policies.  
Develops and maintains an organized, methodical documentation system for communicating, implementing, and managing new and existing regulatory requirements.  
Assists in the development of contracts and procedures to ensure compliance.  
Performs compliance reviews of various supported applications.  
May assist customers in preparing for examiner and auditor on-site visits.  
May perform day to day compliance activities which might include periodic screening of clients, investigations, documentation, and reporting.