

INFORMATION TECHNOLOGY ANALYST

WestSide Bank, Hiram GA

Job Summary

The IT analyst is responsible for the management and security of all computer information, technology systems and related activity throughout the bank. This position is responsible for completing IT projects, procedures, risk assessments, vendor management program, and the Bank's disaster recovery plan. This position is also responsible for developing and implementing the Bank's cybersecurity risk assessment and program. Resumes should be forwarded to rthomas@westsidebank.net.

Job Responsibilities

1. Manage and maintain all network equipment and desk top computers as well as processes and activities including reporting, data security and installation of new hardware and software.
2. Manage relationships with outside data processors (FIS), internal systems support (Safe Systems) and firewall manager (Gladiator).
3. Manage the Bank's Vendor Management Program including reviewing third party vendors and updating risk assessments.
4. Manage the Bank's Disaster Recovery Plan including updating procedures, testing and training employees.
5. Update IT policies, procedures and risk assessments as needed.
6. Maintain and update the Bank's Incident Response Plan including updating policies and procedures in the event of a data breach.
7. Coordinate quarterly reviews with Safe Systems.
8. Develop and implement the Bank's Cybersecurity Risk Assessment and Program.
9. Provide problem solving assistance with prompt and courteous service to users as requested on a daily basis.
10. Manage project implementation of new IT related products and processes.
11. Coordinate annual IT third party audits and regulatory exams.
12. Maintain utmost confidentiality of data, records and systems of related business and personal employee and client information. Includes review of daily maintenance reports.
13. Ensure compliance with regulatory guidelines.
14. Conduct annual information security training for all employees.
15. Present annual IT Review to Board of Directors.
16. Responsible for EFT disputes including status documentation, ensuring they are handled in a timely manner.
17. Perform other job functions as needed or required.

Job Qualifications

1. Bachelor's degree, equivalent IT experience or combination of coursework and experience.
2. Working knowledge of systems and software applications.
3. Requires strong attention to detail.
4. Strong verbal and written communication skills with the ability to communicate effectively with customers, managers and staff in a small bank environment.
5. Effective problem solving, analytical and organizational skills.

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6. A self-starter with the ability to work independently, prioritize appropriately and act quickly in a time sensitive environment.
7. Ability to work overtime if needed.