

QCR Holdings, Inc.
Job Description

TITLE: Risk Operations Analyst

REPORTS TO: AVP Risk Management

DEPARTMENT: Group Operations

LOCATION: Moline

JOB SUMMARY:

Responsible for risk management and internal control related projects and processes for QCR Holdings, Inc. and its subsidiaries.

ESSENTIAL FUNCTIONS:

- At the direction of the AVP Risk Management, coordinates and implements new processes or controls associated with new regulatory pronouncements, new applications, new processes or lines of business, control corrections, or other projects. Assists in maintaining the company's SOX control documentation. Assesses processes and internal controls and works with management to improve controls and operational efficiencies. Serves as a professional resource for company management in design of policies and processes that support both centralized and decentralized functions. Analyzes new regulations, laws and regulatory issues as applicable to assigned projects, and gain expertise in the assigned area. Works with Internal and external auditors. Keeps up to date on accounting changes and effect on financial reporting.
- Performs occasional transactional testing of internal controls. Formulates conclusions by preparing testing documentation and formal reports.
- Completes third party due diligence and ongoing third party risk management reports to support the company's GLBA compliance. This involves reviewing and analyzing voluminous and complex information to complete initial and annual risk assessments and SSAE 18 report reviews. Assists SVP in reviewing minor vendor contracts.
- Manages processes and software systems that support risk management functions, including vendor and contract management software, audit finding tracking software, policy and application plan management. Creates periodic status reports for risk management and the board.
- Performs occasional transactional testing of internal controls, user security or compliance functions. Formulates conclusions by preparing testing documentation and formal reports.
- Provides back up for other Risk Management functions.
- Organizes job functions and work assignments to effectively complete assignments within established time frames.
- Expands technical and compliance knowledge through training programs, seminars, employee interaction, and publications. Maintains and develops skills that will further proficiency in banking regulatory compliance.
- Conforms to established business policy guidelines. Safeguards equipment, sensitive data and resources.
- Prepares, in conjunction with supervisor, an annual performance and development work plan with quarterly goals to support professional and personal growth. Provides regular briefings on status of work to management.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, or the equivalent in related work experience.

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- Strong understanding of internal controls in an FI environment needed, with a good understanding of operations. Bank operations and regulatory knowledge a plus.
- Must be able to communicate and collaborate effectively across multiple corporate entities in support of overall company goals.
- Must be detail oriented and possess problem-solving skills. Must be very self-motivated, working independently under minimum supervision. Individual should exhibit the ability to read, interpret, and simplify technical information. Excellent analytical skills are required. Project management skills are needed.
- Must have strong interpersonal communication (both oral and written), and have the ability to communicate effectively with all levels of staff and management. Willingness to travel to all Company locations required.
- Working knowledge of Microsoft Office products, including Excel, Word, Access, and PowerPoint needed. A working knowledge of Microsoft Sharepoint a plus.