

QCR Holdings, Inc.
Job Description

TITLE: AVP Enterprise Risk Management

REPORTS TO: SVP Enterprise Risk Management

DEPARTMENT: QCRH Risk Management

LOCATION: Moline / Quad Cities/Springfield

JOB SUMMARY:

Responsible for the supervision of enterprise risk management and SOX related projects and processes for QCR Holdings, Inc. and its subsidiaries.

ESSENTIAL FUNCTIONS:

1. Manages the SOX process for QCRH. Coordinates, implements and reviews the SOX Risk Assessment and updates to SOX control documentation. Works with managers and others to ensure efficient and effective controls exist over financial reporting. Works with Internal Audit and external auditors. Keeps up to date on how accounting pronouncements may change our processes and effect financial reporting.
2. Responsible for maintaining and enhancing the QCRH ERM framework and board reporting. Works with other risk managers in the enterprise to create and maintain risk management documentation and reporting. Reviews ERM software and tools and maintains software as part of the overall ERM program.
3. Assists the SVP of Enterprise Risk Management with developing, implementing and maintaining various risk assessments for the organization. Keeps abreast of new products and services being offered to ensure risk assessments are completed timely. Develops a deep understanding of the risks and helps to develop risk mitigation as needed. Escalates issues.
4. Under limited supervision, works with staff to coordinate and implement new or revised processes or controls associated with new safety and soundness compliance pronouncements, new applications, control corrections, or other projects. Serves as a professional resource for company management in design of policies, processes, and controls that support both centralized and decentralized functions.
5. Analyze new regulations, laws and regulatory pronouncements (generally non-consumer compliance related) and determine the effect to the Company. Assists SVP with writing new policies or revising existing policies based upon changes in the regulatory environment.
6. Meets regulatory with applicable parties to gain a deep understanding of controls and processes, and keep abreast of changes, to ensure that process controls, policies, and risk assessments are regularly and accurately updated. Keeps in regular contact with applicable IT and project personnel to ensure that new applications are appropriately assessed and documented. Participates in corporate efforts to create and update SOPs to ensure that proper controls are maintained.
7. Provides back up for other Risk Management functions.
8. Organizes job functions and work assignments to effectively, efficiently and accurately complete assignments within established time frames.
9. 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.
10. Conforms to established business policy guidelines. Safeguards equipment, sensitive data and resources.
11. 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.
12. Other duties as assigned.

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QUALIFICATIONS:

1. Five years of banking experience, preferably in internal control and risk management areas. Alternatively, has five years of external audit experience working with financial institutions.
2. Bachelor's degree in business, preferable with an emphasis in finance or accounting.
3. Must have a strong understanding of internal controls in an FI environment, with a good understanding of operations. Bank regulatory knowledge a plus.
4. Ability to manage multiple roles and projects. Must be detail oriented and possess problem-solving skills. Must be very self-motivated, working independently under minimum supervision.
5. Excellent analytical skills are required. Must be able to handle complex control issues or unknown processes.
6. Project management skills are needed. Has proven skills of managing projects and people to get projects done on time.
7. Proficient in interpersonal communication (both oral and written).Has the ability to communicate effectively with all levels of staff and management. Willingness to travel to all Company locations required.
8. Working knowledge of Microsoft Office products, including Excel, Word, and PowerPoint needed. Working knowledge of Microsoft Sharepoint a plus.