

Risk Manager

Maspeth Federal Savings – Maspeth, NY

Job Description

The Risk Manager will oversee the organizations insurance, vendor management and risk management program, assessing and identifying risks that could impede the reputation, safety, security, or financial success of the organization. This includes managing the Bank's risk dashboard and due diligence framework, coordinating ongoing due diligence requirements with the respective Vendor Relationship Managers and developing periodic reporting on the Bank's list of vendors (which includes reporting periodically to the Management Risk and Compliance Committee).

Reports To

- Chief Operating Officer

Primary Responsibilities

- Responsible for monitoring all third-party relationships.
- Maintains records of all bank association insurance policies.
- Conducts and maintains the associations risk assessments.
- Creates Business Continuity Plans (BCP) together with IT to limit risks
- Maintains documentation pertaining to vendors such as SOC 1 reports, insurance certificates, Service Level Agreements, etc.
- Monitors Third Party database for upcoming dates for any renewal of due diligence documentation.
- Prepares and presents assessment and report for the Vendor Management Program and related activities to the Management Risk and Compliance Committee (MRCC) and to the Board for approval annually. This report includes:
 - A summary report of the Bank's vendor portfolio
 - A listing of all Critical vendors
 - A listing of all Critical or Significant vendors added or closed during the period
 - An indication of all past-due due diligence activities
 - A summary of any significant vendor issues including impact and resolution
- Maintains all documentation regarding the fleet of bank cars.
- Assists vendor relationship managers in completing due diligence and assessment documentation.
- Handles all aspects of the quarterly MRCC meeting, such as preparing the risk dashboard, agenda and leads the committee through each discussion topic.
- Additional duties as needed.

Desired Skills & Experience

- 10 years + experience in banking, with knowledge in Audit and Compliance functions a plus
- Self-motivated with a strong work ethic and a team player disposition
- Strong project management skills with the ability to oversee multiple projects and set priorities
- Willingness to travel to various conferences (ABA Risk Management conference, ICBA vendor management conferences, etc.)
- Excellent oral and written communication skills. Must be able to liaise effectively with colleagues across the organization and to build relationships outside of the organization
- Detail oriented with a strong emphasis on quality of work
- Proficiency in MS Office