



Vendor Management Analyst

DEPT./LOCATION: Accounting/South La Crosse or Stoddard

REPORTS TO: Chief Financial Officer

CLASSIFICATION: Non-Exempt/Full-Time

Duties and Responsibilities:

1. Responsible for the coordination of the vendor on-boarding and vendor lifecycle process.
2. Acts as the first point of contact for all areas of the bank for any new vendors.
3. Acts as the first point of contact for all areas of the bank seeking guidance on the vendor management process.
4. Maintain up-to-date records of the Bank's vendors.
5. Maintain up-to-date records of the Bank's contracts.
6. Responsible for completing initial due diligence on all new vendors.
7. Responsible for completing annual due diligence on existing vendors.
8. Responsible for following up with appropriate personnel prior to contract end date.
9. Responsible for termination of a contract documentation.
10. Identify emerging risks with third party vendors.
11. Update policy and procedures as needed and directed by management.
12. Assist with monthly board reports.
13. Work with Lead Accountant for various audits throughout the year.
14. Work with Lead Accountant for various exams throughout the year.
15. Comply with all government laws, policies and regulations.
16. Perform other duties as assigned by supervisor(s).

Desired Knowledge, Skills and Abilities:

1. Excellent verbal and written communication skills.
2. Strong organizational and analytical skills.
3. Ability to work independently.
4. Good understanding of the process of third party/vendor risk management



Position Requirements:

1. 2-5 years' related experience preferably in a banking environment.

Work Environment/Physical Demands:

Work is performed largely in an office environment, during normal business hours. Deadline pressure is an integral part of the job. Regular mental and visual concentration for computer usage and reading complex and technical compliance information is required. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 50 pounds of office supplies and/or documents throughout work shift.

Acknowledgement:

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

Print Name

Signature

Date