



Systems Security Analyst

Exempt | Salary (\$54,618.69 - \$81,928.03)

OVERVIEW

The Systems Security Analyst reports to the VP of Information Technology and is responsible for keeping the Credit Union's proprietary and sensitive information secure. This individual works inter-departmentally to identify and correct flaws in the Credit Union's systems, solutions, and programs while recommending specific measures to improve overall information security.

DUTIES AND RESPONSIBILITIES

20% Manage, maintain, and investigate cloud-based endpoint protection suite events and policies.

20% Support Credit Union staff with continual analysis of systems, including but not limited to assisting with support tickets to implement, maintain, improve, and update information security.

20% Manage security software, including but not limited to creating, maintaining, and deploying software packages and updates; maintaining hardware inventory; and running reports.

15% Generate and follow up on requests for proposals for security-related items, including but not limited to audits and penetration testing, vendor management, site visit scheduling, and security-related software/hardware (e.g., spam filters, endpoint management software suite, logging solutions, IDS, IPS, firewalls).

10% Manage and audit access control software for all branches. Manage windows updates for all computers, servers, PTMs, and switches.

10% Work closely with managed services provider to maintain servers, including but not limited to updates, backups, and restores, software installs, and printer driver management.

5% Perform internal audits of security practices and policies to ensure compliance with NCUA requirements. Manage and maintain Active Directory Users and Computer groups and accounts.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control. Oversees all regulatory reporting to assure compliance most cost-effectively and minimize legal liabilities.

EDUCATION AND EXPERIENCE

Education

Bachelor's degree in Computer Science or related field preferred.

Experience

Three or more years of similar work experience required.

Skills

- Working knowledge of firewall, intrusion detection, and other security best practices required
- Office 365 management experience preferred
- Security+ or similar security certification preferred (e.g., CySA+, CASP, CISSP, GSEC)
- MCSA Server 2016 or equivalent windows server certification

ADA REQUIREMENTS

Perform primarily sedentary work with limited physical exertion and occasional lifting up to 60 lbs. Must be capable of climbing / descending stairs in an emergency. Must be able to operate routine office equipment, including telephone, copier, facsimile, and calculator. Must be able to regularly perform work on computer for 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management.

ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

EMPLOYEE SIGNATURE

DATE

AUTHORIZED REPRESENTATIVE

DATE