

Bank Information Technology and Security Administrator

Keen Bank has an exciting career opportunity for an Information Technology and Security Administrator. The Information Technology and Security Administrator is responsible for managing the bank's technology resources and support facilities, including the bank's mainframe computer system, local, wide, wireless, Internet and Intranet networks, telephone and Voice Over IP (VoIP) systems and all related software programs.

This individual also provides backup to the Processing and Quality Control Specialists to balance and submit all transaction files, backup to wire transfer system, participates in the Federal Reserve communication system and research disputes and suspicious fraudulent issues.

Responsibilities/Requirements

- Plans, organizes and controls the bank's day-to-day information technology resource activities.
- Collaborates with the chief financial officer in the overall implementation and administration of the bank's information security directive and compliance efforts; performs security and safety responsibilities.
- Ensures the bank's information technology activities are secure and stable.
- Ensure that backup, recovery and security procedures are set up and performed.
- Reviews and audits various security related reports, including employee computer access, mainframe and other information systems specification change reports.
- Installs and maintains local area network hardware and software.
- Works with all departments and branch offices to provide technical support, training on network and all software products, review needs, obtain price quotes, make recommendations, install and maintain computers, printers and networks.
- Responds to internal and external phone calls for the department which includes assisting customers with questions on banking products.
- Assist in troubleshooting potential and/or current problems on the network.
- Maintain adequate knowledge of existing hardware and software in use and installs new software applications or hardware.
- Coordinates third-party maintenance for network hardware, software and telecommunications services.
- Demonstrated knowledge of network, systems and computer troubleshooting techniques.
- Provides backup to Processing and Quality Control Specialists to balance and submit transactions.
- Balance accounts within the bank and for customers.
- Backup to wire transfer system and related products.
- Backup bank's participation in the Federal Reserve Communication System.
- Investigates and researches disputes and suspicious fraudulent issues.
- Strong analytical abilities and problem-solving capabilities.

Responsibilities/Requirements (cont.)

- Ability to multi-task, organize projects and prioritize.
- Ability to maintain discretion and confidentiality.
- Superior written, verbal and interpersonal relationship abilities.
- Comprehensive knowledge of the information technology industry.
- Ability to interact effectively with all levels of an organization.

Education & Experience

Bachelor's degree or two-year degree from a college or university; or three years of related experience and/or training. Work related experience must consist of information systems management experience in the financial services industry.

Benefits

High-Deductible Health Plan, Dental, Vision, Term Life Insurance, Long Term Disability, 401K with match, Incentive Plan and Discretionary Bonus

Pay Range \$65,000 - \$95,000

About

Keen Bank is a family-owned community bank in Waseca, MN, with branch locations in Ellendale and Owatonna, MN. Founded in 1874, Keen Bank is strongly committed to the communities it serves and to its dedicated employees.

How to Apply

Apply to Keen Bank, Attn. Human Resource Officer, 101 State Street N, Waseca MN 56093, fax: 507.835.9105 or email employment@keen.bank.

Keen Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status and all other protected statuses and all other protected classes.