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# IT Compliance Analyst

*In the current context of the COVID-19 pandemic, Expertus continues to grow and our team is growing day by day. We have put in place many measures to ensure the efficiency of our staffing process and our plan for integrating new employees in virtual mode (we deliver all the necessary equipment for teleworking).*

Department : IT Operations

Type of employment : Full-Time, Permanent

Manager : COO

Work Address : 4, Place Ville-Marie, Suite 400 (Telecommuting during COVID-19)

Expected Hire Date : After May 3rd

## Position Overview

The IT Compliance Analyst ensures Expertus' compliance with market regulations as well as with all internal operating procedures / policies, particularly related to security.

The IT Compliance Analyst is a key role at Expertus given the extreme sensitivity of the market covered: Payments and more generally Financial Services. External regulations are very strict and it is imperative to ensure we have clearly defined all the internal procedures that allow Expertus to comply with them.

In addition, Expertus' contractual commitments to its customers and partners require certification (Swift SIP for example) and to have compliance justified by external auditors (SOC 2 for example).

The role requires a high level of ethics / honesty, rigor and flawless organization given the criticality of deadlines and the importance of compliance.

## Main responsibilities

- Support Expertus in achieving compliance with external regulations as well as internal policies and procedures ;
- Assists in the implementation of the internal compliance plan with deadlines and renewal cycles linked to various external regulations and contractual commitments ;
- Respects deadlines and the production of reports and all supporting documents to maintain Expertus certifications ;
- Regularly attend internal audits to ensure that procedures are followed ;



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- Develops IT policies and procedures and participates in annual reviews and proposes recommendations for improvements ;
- Validate all new procedures to ensure that they do not create a risk of breach of compliance ;
- Proactively identifies the risks of non-compliance and collateral risks when procedures evolve ;
- Help with risk assessment on IT controls and business procedures of the company ;
- Collaborates with technical resources to ensure that appropriate controls are in place to comply with company policies ;
- Set up contingency plans in the event of a breach of security compliance ;
- Assists the Security and Human Resources teams with employee background checks ;
- Assists Security and Operations teams with employee access management ;
- Monitors asset inventory and compliance with security policies and standards ;
- Performs recurring security tasks such as monitoring logs, alerts, reports to identify security events;
- Analyze security incidents and participate in investigations ;
- Assists in the organization, drafting reports to guarantee our compliance certifications ;
- Assists Expertus and its customers and partners for any question relating to Compliance and Security.

## Requirements

- Bachelor's Degree in computer science or a related field ;
- Experience evaluating compliance with policies, standards, and processes ;
- Five to eight years of experience in a variety of IT roles ;
- Excellent written and verbal communication skills (French and English) ;
- Rigor, work ethics and detail oriented ;
- Experience with ITIL methodology (asset) ;
- Experience with Data Privacy, GDPR (asset) ;
- Experience with SOC 1 and/or SOC 2 controls (asset) ;
- Experience with Cloud security and audits (asset).

If you have the skills and if you recognize yourself through this profile, send us your resume to the following address : [RH@expertus.ca](mailto:RH@expertus.ca)

Note that only those selected for this recruitment process will be contacted. We thank all applicants for their interest in Expertus, an IBM Company and we invite you to consult regularly our job openings.

## Legal disclaimer

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