



Internal Staff Auditor

Job Classification: Full-Time, Non-Exempt

Reports to: Compliance and CRA Officer

Position Summary

The Internal Staff Auditor will assist the Compliance Officer in all duties related in the application of the Bank's Internal Audit and Compliance program. To include performing financial, operational, and compliance audits, risk assessment and applying critical thinking skills to scenarios encountered related to regulatory findings, and identify bank policy and procedure exceptions. In addition to communicating effectively with business process managers and ensure any identified audit exceptions and deficiencies are properly addressed in a timely and effective manner.

Principal Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs audit procedures, including developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.
2. Conducts interviews, reviews documents, develops and completes required test work, composes summary memos, and prepares working papers.
3. Obtain and maintain current knowledge of changes in banking and financial services related laws and regulations
4. Good understanding of accounting and audit standards.
5. Identifies, develops, and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed.
6. Identifies root causes and effectively communicates audit findings and recommendations to business process owners.
7. Coordinates with external auditors in completion of annual financial audits and outsourced audits.
8. Performs audit finding follow-up with bank process owners to ensure that corrective actions have been effectively implemented as prescribed in audit reports.
9. Conducts and/or assists in the completion of special-request projects on an as-needed basis.
10. Perform all other related duties as assigned.

11. Complies with federal and state regulations and all established bank policies and procedures.

Other Responsibilities

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Highly focused, able to rapidly determine key priorities, clearly communicate the priorities and ensure resources are properly aligned.
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.
- Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Completes tasks on time or notifies appropriate person with an alternate plan.
- Good interpersonal and communication skills, verbal and written.
- Consistently at work and on time; ensures work responsibilities are covered when absent.
- Possess a positive and professional attitude.
- Other duties as assigned.

Minimum Requirements The requirements listed below are representative of the knowledge, skills, and competencies required to successfully perform the duties as outlined above.

- Four (4) or more years relevant experience in accounting, compliance, risk, legal or audit within the banking industry
- Proficient in the use of PC software including Microsoft Office Suite
- Strong organizational skills and effective time management
- Ability to work independently with limited supervision
- Excellent oral, written communication and presentation skills
- Detail oriented
- Ability to multitask
- Strong analytical skills
- Ability to assume additional tasks and responsibility as assigned by management and/or the Compliance Risk Officer

Education/Certifications

- Bachelor's Degree or 4 additional years of related experience beyond the minimum required may be substituted in lieu of a degree
- Audit Certification encouraged - Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information System Auditor (CISA) are preferred, but not required.

Experience

- Accounting: 1-2 year (Preferred)
- Bank Audit: 1-2 year (Preferred)
- Microsoft Excel: 1 year (Preferred)