

TITLE: Internal Auditor

SUPERVISOR: Jennifer Foote

DEPARTMENT: 8th Street Office

POSITION SUMMARY:

The Internal Auditor executes a risk based audit plan in accordance with acceptable professional auditing standards. The Internal Auditor provides an independent and objective opinion by measuring and evaluating the effectiveness of and adherence to financial, accounting, and operational policies, procedures, and/or regulations. Audits are performed across all function areas of the Company.

This position will be overseen by the VP/Enterprise Risk Management and an outside internal audit firm in a co-sourced internal audit environment. The outside internal audit firm will oversee the preparation of a risk based audit plan, review all work papers and reports and provide expertise, direction and support to the Internal Audit role.

KEY DUTIES AND RESPONSIBILITIES:

- A. Timely completion of all audits in accordance with the risk based Audit Plan approved by the Board.
- B. Full adherence and compliance with the audit policy.
- C. Conduct audits and prepare audit reports in cooperation with the outside internal audit firm.
- D. Coordinate and assist in the documentation of internal controls.
- E. Testing of internal controls.
- F. Coordinate all outsourced audits, gathering data and facilitating on-site scheduling and responses.
- G. Attend Audit Committee meetings and present audit reports in cooperation with the outside internal audit firm.
- H. Prepare agenda, minutes, and mailing for all Audit Committee Meetings as directed by the VP/Enterprise Risk Management.
- I. Performs other special audit related projects as they arise.

ESSENTIAL JOB SPECIFICATIONS/COMPETENCIES

Minimum Education: Bachelors Degree in Accounting or equivalent audit experience.

Minimum Experience: 2 years audit experience, banking industry preferred

Skills and traits:

- Knowledge of applicable banking and/or regulatory policies and procedures.
- Effective verbal and written communication skills
- Strong interpersonal skills
- Proficient computer skills (Microsoft Word, Power Point and Excel)
- Excellent organizational skills
- Superior analytical skills
- Effective problem solving and decision making skills
- Professional skepticism
- Objectivity
- Attention to detail
- Strong ethical focus