

JOB DESCRIPTION

Desire to work with people

Organized and detail oriented

Ability to meet deadlines

Ability to travel with overnights; possibly 4-5 nights per month (varies from month to month)

Applicant needs dependable transportation

Banking employment experience is required

Federal and State Bank regulation knowledge is a plus

Internal Audit experience or Compliance Audit/Officer experience is a requirement

JOB TITLE: Audit Associate or Senior Audit Associate

REPORTS TO: Audit General Manager

JOB DUTIES: Perform compliance and internal audit procedures. Demonstrate basic knowledge of bank regulations and bank accounting. Perform limited decision-making authority for audit recommendations and all other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Performs audit procedures in electronic format
- Performs audit field work at bank locations and other audit work at company office and/or home office
- Prepares reports for management detailing scope of audit, findings, recommendations and conclusion
- Completes audit procedures within set time frames
- Completes audit procedures within budgeted hours
- Notify database of audit status
- Makes recommendations regarding improving operations.
- Sell and cross sells company products
- Interacts in a professional, courteous manner with customers, other banking professionals, co-workers, vendors, etc.
- Maintains strict confidentiality guidelines in accordance with Company policy
- Attends banking related conventions and seminars as approved

ADDITIONAL RESPONSIBILITIES:

- Performs other duties as required by management

SUPERVISORY RESPONSIBILITIES:

- This position supervises no employees

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- High school diploma or equivalent
- Bachelor's Degree in Accounting, Finance or Business preferred
- Or combination of education and banking experience
- **Two years of Internal or Compliance Audit/Officer experience**
- Valid driver's license
- Reliable transportation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to gather, organize and analyze data; learn, interpret, and apply legal and procedural requirements
- Good verbal and written communication skills. Able to interpret a variety of instructions furnished in written or oral form
- Maintain working knowledge of federal and state rules and regulations
- Able to adjust communication style to effectively handle diverse situations
- Good interpersonal skills: able to work well with a wide range of people
- Strong attention to detail. Good problem solving skills
- Strong organizational and time management skills. Good follow through on projects and assignments. Able to handle/focus on multiple tasks
- Strong sense of customer service
- Demonstrates knowledge and expertise of general bank accounting procedures and compliance regulations
- Support the Company's overall mission, standards, policies and procedures, and confidentiality guidelines
- Demonstrates dependability through good attendance and adherence to timelines and schedules. Able to work flexible hours
- Able to perform under time deadlines. May be subject to increased pressure situations on occasion
- Able to make appropriate judgments based on company policy and procedures
- Demonstrates commitment to company values through behavior
- Strong proficiency in Microsoft Office applications including Word and Excel
- Able and willing to continue business skill development

PHYSICAL REQUIREMENTS

This is sedentary work that requires the following physical activities:

- Sitting or standing for long periods, walking, finger dexterity, feeling, repetitive motions, talking, hearing, and visual acuity including close vision
- Occasional lifting (up to 50 pounds of computer equipment)
- May be required occasionally to stoop or kneel
- Able to travel by car for long distances
- Able to spend time away from home for several days at a time
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation

WORKING CONDITIONS:

- Ability to work at a home office without oversight and supervision
- Ability to work onsite at client location
- Normal office environment
- Moderate noise level

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. *Nothing in this job description restricts management's right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.*