



Job Title:	Internal Auditor	Reports To	Compliance Manager
Department/Group:	Credit Union	FLSA Status	Non Exempt
Location:	Main Branch	Travel Req.	n/a
Level/Salary Range:	\$32,500-\$49,836	Position Type:	Full Time
Approved By:		Last Updated:	2018

Job Summary

As Internal Auditor you will independently conduct financial and operational audits.

Essential Duties and Responsibilities

- Perform financial and operational audits, to include but not limited to, lending, mortgage, departmental and branches
- Perform follow up audits to ascertain status / completion of resolution to audit findings
- Document audit test work, formulate audit conclusions, and document audit findings
- Analyze information, identify problems and formulate recommendations/solutions.
- Recognize areas of control risk and deviations from operation standards.
- Write audit reports to include findings and recommendations to Management
- Conduct special audits/projects as needed
- Interface with management, supervisors, and staff members as needed
- Maintain independence and objectivity in performing audits
- Review activity on employee accounts including but not limited to delinquent loans, late payments, over the limit credit card use, late credit card payments and cash transactions.
- Review a sample of new accounts for compliance with USA Patriot Act and internal standards.
- Review CTR reports.
- Schedule and plan cash audits at all locations.
- Review quarterly teller cash audits performed by Branch Managers.
- Review file maintenance report.
- Review new loans for underwriting and credit risks.
- Review employee loans.
- Engages in ongoing training to ensure current knowledge of regulatory changes.
- Review payroll entries for accuracy monthly
- Review Benefit Invoices with Employee Deductions
- Review Retirement entries on a quarterly basis
- Other duties assigned as needed

Skills/Qualifications:

1-2 years of similar or related experience

Proficiency with Microsoft Office: Word, Excel, Outlook.

Above average computer skills with an emphasis on Excel

Working knowledge of basic banking regulations: BSA, USA Patriot Act, OFAC, Reg O (insider loans), Reg Z (Truth in Lending) at a minimum

A significant level of trust and diplomacy is required. Work will at times involve sensitive or personal information that must be kept confidential