

TOWER FEDERAL CREDIT UNION

Position Description

INTERNAL AUDITOR II

SUMMARY OF POSITION:

With limited supervision, prepares audits, risk assessments, and performs audit services to evaluate the design and/or operating effectiveness of risk mitigation strategies (controls) for key business processes. The position will identify opportunities to improve controls within the organization, and recommend solutions for management approval.

PRINCIPAL ACCOUNTABILITIES AND FUNCTIONS:

1. With limited supervision, conducts or assist with audit services of the credit union within established operating/budget parameters; to include verification of data as prescribed by audit programs, internal control risk assessments, and by exercising professional judgment.
2. Prepares work papers that adequately evidence the observations made, test the work performed, and includes audit results, audit findings and audit recommendations.
3. Keeps current on new audit and investigative techniques, methods and ideas as well as laws and regulations in the financial institution industry by attending training classes, professional meetings and reading professional periodicals.
4. Researches and responds to member complaints on behalf of the Supervisory Committee.
5. Performs related duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelors' degree, preferably in Accounting, Finance or Information Systems.
- Minimum of three years Internal Audit/financial institution experience.
- Professional audit certification(s) (i.e CPA, CIA, or CISA) or actively pursues within 6 months of hire – transfer.
- Or, an equivalent combination of education and experience.

COMPETENCIES:

- Ability to apply basic accounting rules and procedures.
- Extensive PC skills with proficiency in Word and Excel.
- Ability to reconcile and balance transaction records.
- Ability to create, edit and format word processing and spread sheet documents using formulas and data tools, including graphs.
- Ability to enter data, sort and extract information from database systems; understand the information, and make observations and recommendations at least in part using this resource.
- Ability to analyze and interpret financial reports, procedure manuals, business periodicals, government regulations; apply information learned on the job.

- Ability to take and follow directions.
- Ability to present ideas and concepts clearly and concisely verbally and in writing.
- Ability to accurately document meeting notes as well as draft business correspondences.
- Ability to provide effective explanation or instruction and respond to questions in one-on-one situations.
- Ability to keep sensitive data and information confidential.
- Ability to define problems, collect data, establish fact and draw valid conclusion on root cause.
- Ability to develop solutions to problems.
- Ability to make appropriate recommendations that efficiency and effectiveness of internal controls to mitigate risks.
- Ability to focus on detail.
- Ability to prioritize tasks, complete daily job assignments and meet established deadlines.
- Ability to develop action plans and organize workload to accommodate competing deadlines.
- Ability to effectively work under stress.
- Ability to respond to sensitive inquiries and complaints in a timely, effective manner.
- Ability to provide constructive feedback to others.
- Ability to maintain sensitive and confidential information.
- Ability to interact effectively and professionally with colleagues and managers.
- Demonstrates conduct that enhances the professional practice of internal auditing, exercises due professional care in the performance of duties and the fulfillment of responsibilities. Ensures that information obtained is kept confidential
- Demonstrates ability to and develops specialization in specific business processes (based on departmental needs) in order to enhance skill sets and knowledge base for particular functions.
- Has knowledge of and adheres to credit union policies and procedures and all regulations related to the Bank Secrecy Act, the USA PATRIOT Act and OFAC.

WORK CONDITIONS:

- Must be able to secure and retain appropriate security clearance(s) and access to designated facilities to perform the principle accountabilities and functions of the position.
- Must be able and available to work variable hours and schedules to conduct/deliver/counsel employees via individual and group sessions both at on site and other locations.
- Must have flexibility to independently perform all key accountabilities requiring limited (usual work day) supervision from the Manager, Internal Audit.
- Ability to sit, stand and walk for extended periods and demonstrate sufficient dexterity and vision to operate a variety of office equipment.
- Ability to lift up to 15 lbs with or without assistance.
- Ability to work the hours needed which may extend beyond the defined work schedule when operating conditions dictate.

This position description is not necessarily all inclusive in terms of work detail.

You may go to www.towerfcu.org/careers for further information