

Job Title	Internal Auditor
Short Description	The Internal Auditor will play a key role in the implementation of internal controls. To help evaluate operating guidelines, controls or procedures and report significant problems to management.
Full Description	<p>GREAT opportunity to join our Internal Audit Team! 2+ years of experience in bank or credit union internal operations audit. Could perform internal audits on branch operations or back-office operations. Proficiency with Excel and Power Bi a plus - needed to present audit findings to leadership.</p> <ul style="list-style-type: none"> -99% of the cost of employee healthcare covered by the company -100% of the cost of dental and vision covered by the company -401K match offered -Culture focused on employee engagement & giving back -Mission dedicated to serving the credit union members (our customers) <p>Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service."</p> <p>The Internal Auditor will play a key role in the implementation of internal controls. To help evaluate operating guidelines, controls or procedures and report significant problems to management.</p> <p>Duties and Responsibilities:</p> <p>Deliver outstanding service to both internal and external members that is in alignment with our Service Promises: I promise to be mindful of your time with fast, efficient, courteous and friendly service. I promise to demonstrate integrity in all of my interactions. I promise to always treat you with dignity and respect. I promise to work with fellow employees throughout the credit union to ensure you receive the best possible products, service and solutions. I promise to safeguard the security and confidential nature of your financial information. I promise to greet you with a smile and thank you for your business when your transaction is completed. I promise to deliver on our mission to help you achieve financial success by providing exceptional products and service.</p> <p>Plan, organize and carry out the internal controls function including the preparation of an internal control manual and</p>

internal control plan.

Conduct internal testing of potential risk areas and identify reportable issues.

Conduct any reviews or tasks requested by management.

Conduct credit union audits and report findings to management.

Review credit union policies, processes, procedures and provide recommendations to management to minimize risk resulting from poor internal controls

Prepare written reports of internal audit reviews, including findings, analysis, conclusions and recommended actions.

Uses NCUA ARIES Questionnaires to determine where internal controls need to be enhanced.

Regularly conduct a review of department's Quality and Assurance (Q&A) reports.

Assist examiners with their examinations, making available the information that is necessary to complete the examinations.

Ensure that any change in policy or procedure is communicated to impacted departments, or the credit union as a whole, with clarity. Follow up to ensure new procedures are understood and implemented.

Provide corrective action plans as necessary to ensure compliance with policies and procedures and to avoid future compliance problems.

In conjunction with the Audit Committee, help to coordinate an annual and ongoing compliance audit for the credit union.

Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.

Other duties as assigned.

Qualifications:

Bachelor's degree in business, accounting, finance or related field OR equivalent experience. Accounting coursework preferred

Two or more years of internal audit experience required.

Financial industry experience preferred. Internal Audit Certifications preferred.

Strong verbal and written communication and organization skills. Ability to prepare and deliver compelling presentations.

Must be technologically proficient including Word, Excel and other applications relevant to your job.

Must be attentive to detail and have the ability to multi-task and prioritize work.

The flexibility and independence to work in a changing and unstructured environment. Ability to work independently and manage time effectively.

Must be able to maintain confidentiality.

Ability to address issues and effect change effectively.

Well diverse knowledge of all areas of the credit union.

Good problem solving and analytical skills.

Travel to branches and training required.

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The requirements for the position listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

Please note that an employment offer, and your continued employment, are contingent upon acceptable results of a background and credit check, as well as satisfactory proof of your right to work in the U.S.

Education	Bachelor's degree or additional 4 years' related experience
Additional Comments	
Credit Union	APCU Center Parc Credit Union
State	Georgia
Contact Name	Ginger Wallis
Email	gwallis@apcu.com
Phone	404-684-8085
Fax	
Expiration Date	12/27/2024