

<b>Job Title</b>	Internal Auditor
<b>Short Description</b>	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.
<b>Full Description</b>	<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.” To 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> <ol style="list-style-type: none"><li>1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises:<ol style="list-style-type: none"><li>a. I promise to be mindful of your time with fast, efficient, courteous and friendly service.</li><li>b. I promise to demonstrate integrity in all of my interactions.</li><li>c. I promise to always treat you with dignity and respect.</li><li>d. I promise to work with fellow employees throughout the credit union to ensure you receive the best possible products, service and solutions.</li><li>e. I promise to safeguard the security and confidential nature of your financial information.</li><li>f. I promise to greet you with a smile and thank you for your business when your transaction is completed.</li><li>g. I promise to deliver on our mission to help you achieve financial success by providing exceptional products and service.</li></ol></li><li>2. Plan, organize and carry out the internal controls function including the preparation of an internal control manual and internal control plan.</li><li>3. Conduct internal testing of potential risk areas and identify reportable issues.</li><li>4. Conduct any reviews or tasks requested by management.</li><li>5. Conduct credit union audits and report findings to management.</li><li>6. Review credit union policies, processes, procedures and provide recommendations to management to minimize risk resulting from poor internal controls</li><li>7. Prepare written reports of internal audit reviews, including findings, analysis, conclusions and recommended actions.</li><li>8. Uses NCUA ARIES Questionnaires to determine where internal controls need to be enhanced.</li><li>9. Regularly conduct a review of department’s Quality and Assurance (Q&amp;A) reports.</li><li>10. Assist examiners with their examinations, making available the information that is necessary to complete the examinations.</li><li>11. 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.</li><li>12. Provide corrective action plans as necessary to ensure compliance with policies and procedures and to avoid future compliance problems.</li></ol>

13. In conjunction with the Audit Committee, help to coordinate an annual and ongoing compliance audit for the credit union.
14. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.
15. Other duties as assigned.

**Qualifications:**

1. Bachelor's degree in business, accounting, finance or related field OR equivalent experience. Accounting coursework preferred
2. Two or more years of internal audit experience required. Financial industry experience preferred. Internal Audit Certifications preferred.
3. Strong verbal and written communication and organization skills. Ability to prepare and deliver compelling presentations.
4. Must be technologically proficient including Word, Excel and other applications relevant to your job.
5. Must be attentive to detail and have the ability to multi-task and prioritize work.
6. The flexibility and independence to work in a changing and unstructured environment. Ability to work independently and manage time effectively.
7. Must be able to maintain confidentiality.
8. Ability to address issues and effect change effectively.
9. Well diverse knowledge of all areas of the credit union.
10. Good problem solving and analytical skills.
11. 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.

<b>Education</b>	Bachelors degree or equivalent experience
<b>Additional Comments</b>	
<b>Credit Union</b>	Atlanta Postal Credit Union
<b>State</b>	Georgia
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<b>Fax</b>	
<b>Expiration Date</b>	11/25/2022