

Job Title	Staff Internal Auditor
Short Description	Assist in maintaining and achieving the annual audit plan as well as maintaining administrative and operational goals including but not limited to monthly reports, audit scheduling, budget preparation and internal audit functions. Analyzes and evaluates credit union operations to ensure compliance with the credit union's bylaws and policies and procedures and NCUA regulations.
Full Description	<p>Role:</p> <p>Assist in maintaining and achieving the annual audit plan as well as maintaining administrative and operational goals including but not limited to monthly reports, audit scheduling, budget preparation and internal audit functions. Analyzes and evaluates credit union operations to ensure compliance with the credit union's bylaws and policies and procedures and NCUA regulations.</p> <p>Essential Functions & Responsibilities:</p> <p>E 70% Participates in the planning, execution, and reporting phases of assigned branch audits under the supervision of the AVP of Internal Audit. Evaluates the adequacy and effectiveness of the internal controls of the branch and credit union department activities, gathers and analyzes data, and reports audit results to management in accordance with Standards for the Professional Practice issued by the Institute of Internal Auditors.</p> <p>E 10% Coordinates and assists external auditors and NCUA examiners with research and testing of audit programs and examinations.</p> <p>E 10% Stay current on professional and credit union industry regulations, reporting requirements, auditing procedures, and general accounting principles or auditing techniques, by attending continuing education classes, webinars, as well as reading professional periodicals/journals.</p> <p>E 5% Reviews and investigates member complaints under supervision of the AVP for the Supervisory Committee and the NCUA. Assists the AVP in drafting a formal response for review and approval by the Chair of the Supervisory Committee.</p> <p>N 5% Performs other duties as assigned.</p> <p>Performance Measurements:</p> <ol style="list-style-type: none">1. Ensure the credit union has adequate internal controls and practices in place for branch locations at all times.2. Provide informed, professional and accurate service and support to all members and associates.

3. Develop and maintain knowledge of current laws, regulations and common practices in the internal audit field.

4. Performs duties, responsibilities, and accountabilities in accordance with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards for credit unions.

5. Regular reliable attendance

6. Demonstrate behaviors consistent with the Pen Air Core Values.

Knowledge and Skills:

Experience Three years to five years of similar or related experience.

Education (1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).

Interpersonal Skills Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

Other Skills 1. Solid knowledge of audit procedures, government regulations, banking and EDP procedures; a working knowledge of spreadsheet and word processing PC software.

2. Demonstrate strong organizational skills, analytical, research and problem solving skills

3. Must be able to develop innovative solutions and must be attentive to details.

4. Ability to work independently with minimal supervision

5. Ability to work effectively with all organizational levels, both internal and external

6. Ability to maintain confidentiality of CU information.

Physical Requirements Light or low amount of physical exertion

Work Environment No adverse environmental working conditions noted.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Education Three years to five years of similar or related experience.

Additional Comments

Credit Union Pen Air FCU

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