



INTERNAL AUDITOR

The Internal Auditor will assist in performance of financial and operational audits. Apply risk assessment and critical thinking skills to scenarios encountered and identify any potential issues. Communicate identified issues with business process owners to ensure any potential concerns are addressed in a timely and effective manner. Auditors will also assist with evaluating internal control framework in place, identify control gaps, and test controls for adequate documentation and completion.

Department: Internal Audit **Exemption Status:** Exempt

MAJOR DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Performs audit procedures, including developing criteria, reviewing and analyzing evidence, and documenting processes and procedures using audit programs and forms in place.
2. Conducts interviews, reviews documents, develops and completes required test work, composes summary memos, and prepares working papers.
3. Identifies, develops, and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed.
4. Identifies root causes and effectively communicates audit findings and recommendations to business process owners.
5. Coordinates with external auditors in completion of annual financial audits and outsourced audits.
6. Performs audit finding follow-up with bank process owners to ensure that corrective actions have been effectively implemented as prescribed in audit reports.
7. Conducts and/or assists in the completion of special-request projects on an as-needed basis.
8. Performs additional job related duties as assigned or required

ADDITIONAL DUTIES AND RESONSIBILITIES

- Obtain and maintain current knowledge of changes in banking and financial services related laws and regulations.
- Good understanding of accounting and audit standards.
- Travels to bank locations in Nebraska and Kansas as needed to complete audit testing.

KNOWLEDGE/SKILL/ABILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Eligibility Requirements (Minimum Qualifications)

- Bachelor's degree in accounting, finance, business, or other applicable field.
- At least one year of experience working in an internal audit and/or public accounting capacity.
- Audit Certification encouraged - Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information System Auditor (CISA) are preferred but not required. Pursuit of certification will be encouraged.

Technical/Functional Competencies

- Good understanding of the Standards and Guidance established by the Institute of Internal Auditors and ability to apply in performing audit duties.
- Strong analytical skills to assess control design and effectiveness.
- Effective verbal and written communication skills including ability to interact with all levels of management.
- Proficient in use of Microsoft Excel, PowerPoint, Word.
- Exhibit leadership skills.

Physical/Mental Requirements

- Ability to lift and/or move up to 25 lbs.
- Sit at a desk and computer terminal for extended time periods
- Move around within office and between bank locations to appropriately interact with all personnel