



## **Internal Audit Specialist**

The Internal Audit Specialist is responsible for the coordinating the banks risk management efforts by testing key controls and maintaining control documentation to meet FDICIA requirements. The Internal Audit Specialist also provides support to and complements the standard internal audit function.

**Department:** Administration **Exemption Status:** Exempt

**Reports to:** Internal Audit Manager

## **MAJOR DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

### **1. Test and Maintain the Bank's Internal Control Documentation (FDICIA compliance)**

- Test the performance of internal controls and communicate results to process owners and management.
- Collaborates with supervisors to ensure key risks are identified, measured, monitored, managed and reported in line with policies and procedures.
- Coordinates the development and documentation of the bank's internal control structure as the bank grows and develops testing for new controls.
- Provide ongoing support of process owners required to perform and document performance of internal controls.
- Analyze and determine where systematic breakdowns have occurred and develop and communicate corrective actions needed. Work with process owners to ensure corrective actions are reasonable and executed properly.

### **2. Coordinate communications of Key Control Testing and Internal Audit Functions**

- Assists with communication between the Internal Audit function and process owners regarding issues identified and corrective actions.
- Assists with communication between the Internal Audit function, Audit Committee, and the Board of Directors.
- Recommends policies and/or procedures where needed to address Internal Audit recommendations.

### **3. Assists with coordination of Internal, External and Outsourced Audits**

- Coordinate and gather information needed to facilitate internal and external audits, exams, and outsourced audits.
- Assist management with addressing recommendations made by external auditors and examiners.

### **4. Performs additional job-related duties as assigned or required**

## **KNOWLEDGE/SKILL/ABILITY REQUIREMENTS**

- Interact and communicate effectively with personnel at all levels of the organization.
- Strong analytical, technical and statistical skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Capability to effectively present information and respond to questions from groups of managers and regulatory officials.
- Maintain integrity in all areas, adhering to policies, regulations and utmost ethical standards.
- Uphold confidentiality and employee and customer privacy in all situations.
- Demonstrate ability to prioritize and handle multiple projects.

## **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