

QUANTUM NATIONAL BANK
505 PEACHTREE INDUSTRIAL
BLVD SUWANEE, GA 30024

INTERNAL AUDITOR JOB SUMMARY

Position purpose

Conducts independent audits of financial records and control procedures to ensure the financial institution is in compliance with laws and regulations.

Responsibilities/Duties/Functions/Tasks

- Maintains a comprehensive internal audit program, which includes regular audit procedures, activities for financial institution branches and departments of the main office as an adjunct to the outsourced internal audit program. And as directed by the Audit Committee.
- Schedules and performs internal audits for areas assigned by Audit Committee and Management
- Reviews policies and procedures for areas audited.
- Works with CFO, Controller, and Audit Committee in the oversight of the independent audit of financial institutions for compliance with laws and regulations.
- Makes recommendations to procedures and controls which are indicated through normal audit reviews.
- Develops new or revised internal audit programs, methods and procedures for internal audits performed.
- Submits written reports of internal audit reviews, including findings, analyses, conclusions and recommended actions
- Allocates time and resources properly across multiple priorities
- Reviews all critical vendor SSAE 16's for compliance with all user control considerations
- Assists the Controller with coordinating work with all external auditors
- Maintains and prepares the audit exception tracking report for the Audit Committee.
- Monitors bank policies insuring annual review by the Board of Directors

Qualifications

- Experience in general bank, auditing and accounting
- Proficiency in application of internal auditing theory, standards, procedures and techniques
- Proficiency in accounting principles and techniques
- Good verbal and written communication skills
- Very good understanding of human relations and the ability to foster and maintain strong relationships with key auditees
- Two to three years of progressively more responsible work experience in a financial institution or public accounting firm

Interested candidates should email resumes to lyoung@quantumbank.com.