



Staff Auditor Griffin

Job Summary

This intermediate level internal audit position will assist the Internal Auditor with the performance of independent audits of financial records and control procedures to ensure compliance with laws, regulations, and policies. This position is expected to perform a more expanded role in audits, to possess more knowledge of policies and procedures, and to exercise more independent judgment.

Job Functions

- Plans and executes internal audits of assigned branch and department examinations.
- Creates, updates, and executes written internal audit work programs for assigned areas.
- Holds formal audit exit conferences at the conclusion of each examination to discuss findings and recommendations with management personnel.
- Prepares and issues internal audit reports and reviews management responses for sufficiency of corrective actions.
- Performs follow-up on the status of outstanding internal audit issues.
- Applies knowledge of internal control concepts and previous business experience to planning, performing, managing and reporting on the evaluation of various business processes, areas and functions.
- Executes quarterly tests of controls over financial reporting (FDICIA controls) as assigned.
- Reviews compliance with established policies, procedures and business practices to ensure effective operations.
- Partners with internal bank "customers" to identify constructive and value-added solutions to address issues identified.
- Assists in the training of bank personnel in the Internal Audit Shadowing Program.
- Coordinates and assists on special investigations of employee or customer accounts and transactions.
- Follows professional standards and ethical behavior as outlined in the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.
- Position will be required to comply with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
- Other duties may be assigned.

Job Requirements

- Bachelor's degree related to business administration OR significant business experience and skills that are needed for success in the internal auditing field OR some combination of both.
- Three or more years of progressive experience in banking, financial services, or an accounting/finance environment.
- Ability to gather information by examining records and documents and to interview individuals concerning those records.
- Strong analytical skills, including the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Good awareness of accounting principles and techniques.
- Excellent and proven verbal and written communication skills.
- Strong interpersonal skills and the ability to develop and maintain satisfactory relationships with bank personnel.

- Self-motivated and the demonstrated ability to complete independent assignments in a timely manner.
- Outgoing and confident, able to communicate ideas and data in meetings and to all levels in the organization.
- Proficient with personal computers and common desktop programs such as Outlook, Excel, Word and PowerPoint.
- Ability to exercise discretion and tactfully handle sensitive and confidential issues.

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