



## **Internal Auditor, Independence**

Century Federal Credit Union, established in 1948 and one of the largest credit unions in Northeast Ohio, has an opening for a Full Time Internal Auditor. Do you have what it takes to join our team? If so, we want to speak with you.

The Internal Auditor is responsible for the development and implementation of the Credit Union's internal audit function. Ensures the Credit Union complies with federal and state regulations that govern financial institutions and verifies that management prepares financial statements in line with Generally Accepted Accounting Principles and NCUA guidelines. Responsibilities include generating comprehensive Internal Audit reports for the Supervisory Committee, Senior Management, as well as external independent auditors and regulatory examiners.

### **GENERAL TASKS**

- Develop a comprehensive audit scope relevant to regulatory requirements, GAAP, and NCUA guidelines
- Maintain clear and timely communication with the Supervisory Committee, Senior Management team and across internal departments as required to maintain the integrity of the internal audit process
- Engage in continued education and awareness of regulatory changes and GAAP as they arise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and maintain a comprehensive audit scope plan for auditing credit union activities approved by the supervisory committee.
- Manage, evaluate, and respond to member complaints by working with areas within the organization to research and formulate responses.
- Monitor and/or evaluate changes in internal policies, procedures and regulations to effectively amend the scope of the audit plan.
- Engage in ongoing discussions with Senior Management to identify high risk categories to determine the depth of the audit scope as defined by the high-risk category to mitigate risk to the credit union.
- Develop and maintain an audit scope for each department subject to an internal audit, evaluating the effectiveness of the audit criteria.

- Gather and analyze data and report audit results in accordance with Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.
- Conduct audits to assess effectiveness of controls, accuracy of member records and compliance with regulations and policies
- Examine records of departments and interview staff to ensure records and transactions are in compliance with applicable laws and regulations.
- Analyze data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations and management policies or procedures.
- Discuss audit findings and recommendations with management and supervisory committee. Prepare results of audits, communicating stature of operating conditions including recommendations for improvements to the president and supervisory committee.
- Maintain audit work papers to evidence the audit work performed and the material facts supporting the conclusions reported.
- Conduct special projects requested by supervisory committee.
- Coordinate internal audit activities with that of the public and NCUA examiners.
- Performs all other duties that may be assigned.

### **REQUIRED KNOWLEDGE**

- Basic computer knowledge required. Advanced computer knowledge a plus.
- Knowledge of the credit union industry preferred.
- Knowledge of the Federal Credit Union Act and bylaws that apply to federally chartered credit unions.
- Knowledge of and compliance with all necessary regulations including, but not limited to, BSA, CIP, US Patriot Act, Fact Act, etc.
- Knowledge of Jack Henry's Symitar Core Platform is not required but a plus.
- Knowledge of Microsoft Suites
- Knowledge of Thomson Rueter audit software is not required but a plus.

### **EXPERIENCE REQUIRED**

- Prior experience (5+ years) required in the financial or audit industry – credit union experience preferred.
- Broad knowledge of, and practical experience with, credit union or other financial institution operating areas, functions, products and services and the laws and regulations which apply to credit unions.

### **SKILLS AND ABILITIES**

- Well-organized, efficient, detailed oriented self-starter, able to work independently.
- Excellent oral and written communication skills
- Ability to follow oral and written instructions
- Excellent analytical ability, and the ability to conduct through research, interpret and understand laws and regulations, and provide workable recommendations and solutions to findings.
- Ability to work with all levels of management and credit union staff.

- Ability to assess and improve effectiveness of risk management, control and governance processes.
- Ability to identify control weaknesses.
- Ability to prepare clear audit reports with actionable recommendations.

### **EDUCATION/CERTIFICATIONS**

- Bachelor's Degree in Accounting or other related degree.
- Certifications – CIA, CFE, CERP, CFSA, NCCO, CCUIA

The successful candidate must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background check, drug screen, and satisfactory credit score.

Century Federal Credit Union offers competitive pay, a full range of outstanding benefits including tuition reimbursement, opportunity for advancement, and work/life balance.

We, at Century Federal Credit Union, believe that by valuing the differences among us, we demonstrate our commitment to treating all of our employees and members with fairness, dignity and respect.

*We are an Equal Opportunity Employer*

