

**VeraBank
JOB DESCRIPTION**

JOB TITLE: Staff Auditor

DEPARTMENT: Audit

INCUMBENT:

SUPERVISOR: Audit Manager

FLSA STATUS: Exempt

DATE: May 6, 2019

JOB PURPOSE

Conducts audits in accordance with professional audit standards to determine the adequacy, effectiveness and efficiency of the controls measuring compliance with policies and procedures, safe practices, and regulatory guidance. Identifies and resolves exceptions and communicates the results to the audit manager in a timely manner.

DUTIES AND RESPONSIBILITIES

1. Schedules and conducts multiple audits of various departments.
2. Reviews and prepares detailed reports of audit findings, presenting any irregularities or exceptions to the audit manager and subsequently to bank management and the audit committee.
3. Assists in evaluating the quality and integrity of accounting systems, financial reporting processes and overall internal control structure, assesses accuracy, effectiveness and efficiency of bank operations.
4. Assists in performing pre-implementation reviews of new systems, services and/or products for regulatory compliance, system integrity and internal operating controls.
5. Assists in special investigations of suspected thefts, embezzlement, check-kiting operations, misappropriation or other defalcations involving bank personnel, customers or bank funds in any amount.
6. Reviews and presents a variety of financial/audit reports to Board of Directors and bank management.
7. Maintains professional relationship with external auditors and regulatory agencies.
8. Assists audit manager in expediting requests of external auditors and regulators in their annual review of the bank's financial condition.

CONTACTS

Daily contact with audit staff. Frequent contact with the Board of Directors, other bank management, staff and departments. Occasional contact with external auditors and

regulatory agencies.

SPECIFIC REQUIREMENTS

1. Bachelor's degree in Finance or Accounting or equivalent experience.
2. Five or more years audit experience.
3. Comprehensive knowledge of banking rules and regulations.
4. Excellent customer service skills.
5. Knowledge of personal computer and related word processing and spreadsheet software.
6. Detail oriented.
7. Excellent oral and written communication skills to write and present reports on complex topics to senior management and Board of Directors.
8. Ability to respond effectively and confidentially to sensitive inquiries or complaints.
9. Ability to define problems, collect data, establish facts and draw accurate conclusions.

PREFERRED REQUIREMENTS

1. Certification as a Certified Internal Auditor, Certified Financial Services Auditor, or Certified Regulatory Compliance Manager or demonstrated progress toward attaining designations.
2. Familiar with the bank's core accounting system.
3. Ability to work independently and as a team with excellent time management skills.
4. Management skills including organizing, planning, delegating and interpersonal skills.
5. Knowledge of various banking departments.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Occasional motor vehicle travel required.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank

needs, being in good standing, fully competent performance, and other non-discriminatory issues.

6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Department/Division Manager

Date

Date