



JOB TITLE: Internal Auditor

DEPARTMENT: Internal Audit

REPORTS TO: President

SCHEDULE: Vary according to each branch, including evening hours and/or weekends.

OBJECTIVE:

Responsible for the development and execution of the Credit Union's internal auditing function. Monitors Credit Union for compliance with federal and state regulations relating to financial institutions and management's preparation of financial statements in accordance with Generally Accepted Accounting Principles. Duties result in creating appropriate Internal Audit reports for the Supervisory Committee, Management, and outside independent auditors and regulatory examiners.

RESPONSIBILITIES:

1. Develops and implements the annual Audit Plan of the credit union.
2. Ensures operational integrity including compliance in all policies and procedures.
3. Performs audits of internal controls, information systems, transactions, documents, reports, forms, products, procedures, policies, and methods, to determine that compliance, authorization, reliability, accuracy and completeness are properly in place.
4. Assures that adequate supporting evidence is obtained, analyzed and appraised as a basis for formulating an objective opinion on the efficiency and effectiveness of operations and activities being reviewed.
5. Prepares preliminary audit findings and recommendations as soon as practicable during the review. Upon discussion with management, final report showing the scope, findings and recommendations will be completed.
6. Prepares written and verbal audit reports for Management and Supervisory Committee.
7. Determines whether operating policies and procedures are adequate to safeguard assets, measures and controls economic and efficient use of resources.
8. Monitors, reviews and report on Credit Union's system of Internal Controls.
9. Coordinates and conducts investigations of suspected errors, irregularities and actual internal fraud.
10. Maintains a working knowledge of all developments and regulatory requirements, general accounting principles, audit techniques and financial data processing technologies available to financial institutions and relevant to the Credit Union.
11. Evaluates sufficiency of adherence to Credit Union plans, policies, procedures and compliance with governmental laws and regulations.

12. Performs special reviews requested by the Supervisory Committee, the Board of Directors or Credit Union management.
13. Required to participate in all credit union training programs. Follows policies and procedures daily to ensure compliance with current regulations.
14. Knowledgeable in all credit union products and services.
15. May be required to participate in credit union committees, including but not limited to marketing, compliance, IT.
16. Participate in branch functions and community activities to promote credit union's image and growth.
17. Completes all other tasks, assignments or functions as assigned and/or required.

QUALIFICATIONS:

Education/Experience: B.S. Degree in Accounting or Finance preferred. Three to five years of experience in the banking industry or financial accounting.

Other:

- Ability to communicate effectively, both orally and in writing, with members and employees.
- Strong public speaking skills.
- Excellent listening and interpersonal skills.
- Excellent attention to detail and organizational skills with the ability to perform expeditiously and accurately without constant supervision and frequent interruption.
- Intermediate working knowledge of word processing and spreadsheet applications.
- Proficient financial aptitude.
- Thorough understanding of all products and services, features and benefits as well as associated procedural details.
- Excellent technical aptitude.
- Must possess good analytical and decision-making abilities.
- Must have excellent conflict resolutions skills.
- Being a team player that is considerate of other employees.
- Ability to multitask under pressure.
- Maintain a professional appearance and demeanor.

Language Skills:

Ability to read, analyze, and interpret compensation, tax, financial, legal, regulatory reports and documents. Ability to respond to common inquiries or complaints from members, regulatory agencies, or members of the business community. Ability to effectively present job-related information to employees.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess sufficient manual dexterity to

skillfully operate standard office equipment including but not limited to: a computer, typewriter, adding machine, facsimile machine, photocopier, and telephone. A telephone device to enhance hearing will be provided if needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or more up to 30 pounds.

Availability Requirements:

Regular Hours and Attendance: Must maintain regular and acceptable attendance and be available to work your normal scheduled hours per week. Or such hours per week as UKRFCU determines necessary to meet the member's needs.

Overtime, Weekends and Holiday Requirements: Must be available to work overtime, weekends and holidays as UKRFCU deems necessary to meet its business needs.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees must be able to relate to other people beyond giving and receiving instructions: (a) can get along with co-workers or peers without exhibiting behavioral extremes; (b) perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and (c) respond appropriately to criticism from a supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.