

## **Internal Auditor**

### **POSITION PURPOSE**

Responsible for performing financial and operational audits. Reviews Credit Union operations for evidence of fraud, deficiencies in controls or employee performance, extravagance, or noncompliance with established policies. Performs audits on operational process and procedures, and internal controls. Completes audit functions including verifying, sampling, reviewing, confirming, and reporting, and ensures management of compliance with federal regulations. Prepares reports and makes recommendations for corrective actions.

### **QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:** Bachelor's degree in Accounting or Finance, or Associates degree with 5 years of related experience and training.

**REQUIRED KNOWLEDGE:** Knowledge of Credit Union loan services, policies, and procedures. Thorough understanding of financial and operational functions. Understanding of credit functions and procedures.

**EXPERIENCE REQUIRED:** Three to five years of progressive auditing experience. Experience with financial institutions helpful.

**SKILLS/ABILITIES:** Professional appearance and attitude. Solid analytical and problem-solving abilities. Tough minded, persistent, and tactful. Strong written, interviewing, communication, and public relations skills Ability to work well independently. Able to operate PC, calculator, telephone, and related business and financial software. Excellent communication and public relations skills.