



Director of Internal Audit

Department:	Executive
Reports To:	Chief Executive Officer
Classification:	Exempt, G14
Pay:	(\$90,430.00 min. - \$113,037.00 mid. - \$135,645.00 max)
Type:	Full-Time
Location:	Glendora, CA

Purpose:

To develop and manage an internal audit program that is appropriate for the size and complexity of the credit union in order to detect, monitor, and validate unusual and fraudulent activity in member accounts and in credit union financial accounts; to oversee the implementation of the internal audit program, utilizing existing staff and processes where appropriate to implement internal controls, as well as performing independent reviews of staff work performed and reporting findings to appropriate management for remediation.

Major Duties and Responsibilities:

- Develop, formalize, and manage the internal audit program.
- Understand the areas of risk within the Credit Union's operations Internal Controls are designed to detect and prevent.
- Interact with and coordinate third-party internal audits and communicate with other external parties regarding the internal audit function.
- Ensure appropriate segregation of duties is maintained with regard to the implementation of the internal audit program.
- Lead and participate in efforts to improve work processes to mitigate the risk of fraud or error.
- Report findings from the internal audit program to Management and make recommendations to improve internal controls.
- Interact with auditors and third parties that examine the credit union as it relates to internal controls and internal audit.
- Report to the Supervisory Committee the results of the internal audit program including recommendations for improvement or modification of the internal audit plan.
- Prepare an annual plan for auditing all departments of the Credit Union.
- Work with the Compliance Officer to ensure that internal controls also comply with regulations impacting credit union operations.
- Special reports or projects as directed by the Supervisory Committee, Board of Directors, or Senior Management.
- Other job duties as assigned.

Expectations:

- Adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), and the Anti-Money

Laundering (AML) provisions of the USA Patriot Act

Essential Functions:

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

Qualifications and Educational Requirements:

- Bachelor's degree in a related field.
- Three to five years of progressively responsible work experience as an auditor; project management is a plus.
- Industry-related certifications are a plus.
- Familiarity with the regulations that govern financial institutions, preferably credit unions, is required.
- Strong written and verbal communication skills and the ability to effectively interact with all levels within a corporate setting.
- Experience with various PC software (i.e. Microsoft Office) and financial institution mainframe operating systems
- Demonstrated investigative, analytical, problem-solving, and organizational skills and attention to detail.
- Ability to prioritize and manage multifunctional tasks and meet deadlines.
- Ability to work with and maintain the utmost confidentiality.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee's disability don't cause an undue burden to the credit union.

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