



1st Nor Cal
1ST NORTHERN CALIFORNIA CREDIT UNION

JOB TITLE: INTERNAL AUDITOR

General Summary:

Under direction of the Supervisory Committee, the internal auditor is responsible for the timely execution of risk-based internal audits in accordance with 1st Nor Cal's audit plan. Following established procedures, performs detailed financial and accounting auditing assignment to determine the reliability and effectiveness of financial and control systems. Assists in a variety of audit functions such as: reviewing policies and procedures, investigating documents, records, accounts, operations, costs and related factors. Verifies adherence to institution accounting policies and operating rules. Document audit findings and identifies deviations and exceptions and provides basic recommendations for improvements and revisions in procedures.

Principal Responsibilities and Duties:

- To ensure the Credit Union's compliance with the multitude of laws which affect operations.
- Perform audit cycle including risk management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations. Identify, interpret and record all applicable laws and regulations that might have any bearing on the Credit Union's operations.
- Conduct risk assessment of assigned department or functional area in established/required timeline.
- Conduct audit testing of specified area and identify reportable issues and dimension of risk.
- Assist in the revision and implementation of forms and procedures when requirements change.
- Ensure that policies are properly administered and procedures followed.
- Communicate findings to Supervisory Committee and Senior Management and draft comprehensive and complete report of audit area.

Skills and Abilities Required:

- Knowledge of auditing standards and procedures, laws, rules and regulations, ability to conduct an analytical analysis of laws and regulations.
- Ability to demonstrate a high level of interpersonal skills to conduct productive communication and to effectively present oral and written communications.
- Ability to follow instruction and to work both independently and within a team environment.
- Ability to demonstrate punctuality and good attendance.
- Must have strong technical writing skills.

This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.