



Internal Auditor

Department: Risk Management

Job Code: 285-10

Reports to: Internal Audit Director

FLSA: Exempt

Supervises: None

Revised: 1/31/14 kcs

SUMMARY

This position evaluates and provides reasonable assurance that risk management, control and governance systems are functioning as intended and within the risk profile established by the Board and Audit and Risk Oversight Committee. The position shall perform and execute the annual internal audit plan of financial, internal control, operational, field, compliance, SOX 404, and investigative audits to ensure the reliability and integrity of information, compliance with policies and regulations, the safeguarding of assets, the economical and efficient use of resources and established operational objectives of EVB.

MINIMUM REQUIREMENTS FOR POSITION:

- Bachelor's degree from an accredited college/university in accounting, finance or a related field of study with comparable accounting/auditing expertise
- At least 2 to 3 years of internal audit, public accounting, and/or general accounting/finance is required. Preference is given to financial industry or related experience
- CPA, CIA, or CFSA certifications preferred or the willingness and ability to obtain a designated audit certification with a prescribed timeframe
- Must possess excellent written and verbal communications skills
- Must be highly proficient in Microsoft Office suites (i.e. Word, Excel, Access, and PowerPoint)
- Must be able to think analytically, independently and objectively
- Knowledge of ACL auditing software is a plus

PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Completes operational, financial, departmental, branch, and SOX 404 audits with approximately 10 to 25 percent travel.
- Assists with the development of audits to include audit objectives, scopes, programs, questionnaires, procedures, work papers, reports, and timetables.
- Performs audits, investigations and other assigned auditing services in accordance with professional auditing and accounting standards.
- Performs audits independently and objectively to add value and improve EVB operations bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls and governance processes. This includes interviews with management and auditees, analytical review of data and financial statements, tests of transactions/controls, and the review of compliance with policies and procedures.
- Provides updates on the progress of their audits along with any potential delays or limitations to the Internal Audit Director.
- Uses standard professional audit techniques to obtain corroborative evidence to support audit findings and related risks and making meaningful recommendations for improvement.
- Works with auditees, process owners, and senior management in a collaborative manner through the audit processes and provides necessary and appropriate communications.



- Prepares organized, accurate, and competent work papers ensuring documentation clearly supports the conclusions regarding each audit objective.
- Assists with the preparation of audit reports based on supporting work papers to communicate audit findings and recommendations to management.
- Performs special internal audit services as deemed necessary, including working with the external auditors, and other duties as required.
- As necessary, assists the company in the completion of various special projects and due diligence reviews, as well as other tasks as may be assigned.
- Adherence to departmental service quality and operational standards.
- Maintains compliance with and adheres to state and federal regulations and bank policies and procedures, including, but not limited to, requirements regarding the Bank Secrecy Act, FACT Act, Community Reinvestment Act, and EEO/AA /Fair Employment Practices.
- Other such duties as may be assigned from time to time.