



Internal Audit Director

Department: Risk Management

Job Code: 249-14

Reports to: Chief Risk Officer & Audit/Risk Committee

FLSA: Exempt

Grade 14; Range \$80,790.39 to \$129,264.62

Supervises: Audit Staff

SUMMARY

Directs EVB's internal audit department and the comprehensive identification and evaluation of the organization's risk areas and oversees the development and execution of the annual audit plan. This position is responsible for planning, managing, and execution of the internal audit processes and functions, including audits of financial and operational activities, risk analysis, and risk assessments to help ensure that assets are adequately safeguarded, significant risks are appropriately managed, and the enterprise-wide control infrastructure is operating in an efficient and effective manner.

MINIMUM REQUIREMENTS FOR POSITION:

- Bachelor's degree from an accredited four-year university in accounting, business, finance, or other appropriate related field of study.
 - A relevant Professional Audit, Accounting or Compliance Certification required (CPA or CIA strongly preferred).
 - 10-15 years of progressive experience performing complex audit projects and internal control assessments as a bank or financial services internal audit and/or public accounting capacity including 5 years of management or audit manager experience.
 - Demonstrated ability to manage and develop a team of high-performing professionals.
 - Strong organizational and analytical skills with ability to adapt quickly to change and manage competing priorities effectively.
 - Demonstrated expertise with internal controls assessment, risk assessment, design and development of audit programs, testing, process flowcharting, business process review, balance sheet and financial accounting.
 - Demonstrated success in project management and meeting time sensitive deadlines.
 - Strong independent reasoning, critical thinking, problem-solving and decision making skills.
 - Direct experience in assessing an organization's compliance with the Sarbanes –Oxley and strong working knowledge of contemporary risk management and control techniques and control design (e.g. COSO, FFIEC, and ERM).
 - Experience in the use of audit or data analysis software highly preferred.
 - Proficient PC skills utilizing Microsoft Office applications (Word, Excel, Visio, PowerPoint, Outlook).
 - Excellent oral and written communication skills and presentation ability.
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PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Lead the comprehensive identification and evaluation of the audit risk areas and oversee the development of the annual audit plan based on identified and anticipated risks.
- Ensure audit program is risk-based and sufficiently detailed but with such flexible as to address emerging and changing risks, and is developed and managed under industry best practices and regulatory guidelines.
- Complete comprehensive and detailed audit reports and work papers in a timely manner, and review applicable 3rd party vendor reports and work papers in accordance the approved audit plan.

- Prepares written reports, expressing opinion on the adequacy, risk, effectiveness and efficiency of the system or function under review, and presents findings to affected managers for response and remediation.
- Communicate the results of audits and consulting projects via written reports and oral presentations on a timely basis to management and the Audit and Risk Oversight Committee.
- Manage the comprehensive tracking, status monitoring and follow-up of audit and other 3rd party findings to ensure timely corrective action by stakeholder and reporting to the Audit and Risk Oversight Committee.
- Draft Audit and Risk Oversight Committee agenda and ensuring agenda is fulfilling the needs of the Committee and addressing required items under the Committee Planner.
- Facilitate risk assessment processes or assist management with risk assessment initiatives as part of the enterprise-wide risk management effort.
- Manage the overall performance of audit procedures, including identifying and defining issues, developing criteria, defining opinions, risk levels, reviewing and analyzing evidence, and documenting business line processes and procedures.
- Responsible for building and maintaining professional relationships with key stakeholders, participating on interdisciplinary committees and working groups, being active in appropriate professional organizations.
- Collaborate with senior leadership, functional managers and process owners to assess risks, evaluate the current internal control environment (SOX) and business activities, test the efficacy of risk management procedures, plan for future process changes or technology system upgrades, and consider the potential effects of emerging risks areas upon the audit program.
- Direct and participate with the audit staff in conducting interviews, reviewing documents, developing and administering surveys, composing audit reports, and preparing working papers.
- Direct and participate with the audit staff in the identification, development, and documentation of audit issues and recommendations for improvement
- Coordinate assistance and support to external auditors and contract auditors and coordinates the research and follow up on external findings and issues.
- Acts as primary internal audit liaison with regulatory examiners and coordinates assistance and support for regulatory examinations as needed.
- Benchmark audit work processes and promotes continuous process improvement
- Lead the department's quality assurance activities.
- Assist in or direct the investigation of significant suspected fraudulent activities, waste, unexplained losses or insider abuse as necessary.
- Perform consulting engagements to assist management in meeting its objectives. Examples may include facilitation, process design, training, education and other advisory services in a collaborative manner.
- Supervises audit staff in the planning, organizing, directing, monitoring of internal auditing operations, including hiring, training, and evaluating staff, and taking effective actions to address performance matters.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to perform audits in compliance with IIA Standards of Practice and Code of Ethics.
- Perform related work as assigned by the audit committee and all other tasks and duties as 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.