

**Position:**

Staff Auditor

**Position Summary:**

The Staff Auditor reports to the Vice-President/Internal Auditor and is responsible for conducting audit assignments as directed. The Staff Auditor will participate in the independent audits of financial records and operational areas. The position requires a highly organized individual with a high attention to detail. You will conduct audits daily using a variety of data sources and input from many functional areas of the bank.

**Education/Experience Requirements:**

Bachelor's degree (preferably in business or related field) plus three years of experience in banking or related field; or,

5 + years of experience in banking or related field

**Responsibilities:**

- Assists in performing financial, operational, internal control, and compliance audits and preparing reports on these reviews.
- Reviews loan and account documentation for compliance with applicable regulations as well as with internal policies and procedures.
- Reviews various daily exception and monitoring reports.
- Performs cash counts and branch audits.
- Assists in gathering information in conjunction with annual external audits and regulatory examinations.
- Conduct follow-up reviews of financial, operational, or regulatory compliance deficiencies noted during audits.
- Performs other job-related duties as assigned.

**Performance Measurements:**

- Assist with internal audit and compliance reviews and reporting.
- Develop and maintain knowledge of bank policies and procedures, current regulations, and best practices for the bank and internal auditing.
- Interview with the various lines of business to gain an understanding of the processes, procedures, and controls in the specified area.
- Prepare work papers that accurately document work performed, satisfy audit objectives, support conclusions, and adhere to departmental policies and guidelines.

- Identify areas where there are insufficient internal controls and/or noncompliance with policies, procedures, and regulations and make recommendations for improvement/correction.
- Prepare accurate and timely reports which detail findings/exceptions identified and recommendations for corrective action.

**Key Qualifications:**

- Strong written and verbal communication skills
- Strong analytical/critical thinking skills
- Strong understanding of internal control practices
- Demonstrates integrity and work ethic
- Demonstrates competence and due professional care
- Maintains confidentiality
- Ability to exercise sound discretion and judgement
- High attention to detail
- Diplomacy and people skills
- Highly motivated self-starter
- Dependable
- Organized
- Proficient in Microsoft Office applications

To apply for this career opportunity, please submit your resume and cover letter by April 15, 2019 to Human Resources, Karen Dunn.

**Contact Information:**

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