Senior Internal Auditor

Job Classification: Full-Time, Exempt
Reports to: Compliance Officer

Position Summary

The Senior Internal Auditor will be responsible for all duties related to the administration of the Bank's Internal Audit program. To include performing financial, operational, and internal control audits, risk assessment and applying critical thinking skills to scenarios encountered related to internal control deficiencies and/or findings and identify bank policy and procedure exceptions. In addition to communicating effectively with business process managers and ensure any identified audit exceptions and deficiencies are properly addressed and resolved in a timely and effective manner.

Principal Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Performs comprehensive audits of financial and operational processes to ensure compliance with laws, regulations, and internal policies and procedures.
2. Develops audit procedures, including developing criteria, reviewing, and analyzing evidence, and documenting processes and procedures.
3. Conducts interviews, reviews documents, develops and completes required test work, composes summary memos, and prepares working papers.
4. Conducts risk assessments to identity and evaluate risk that may impact the Bank's ability to achieve its financial performance objectives.
5. Evaluates Internal Controls, to assess its effectiveness, and objectives to safeguard assets and the reliability of financial reporting.
6. Presentation of completed Audits to the Board Audit Committee and Senior Management.
7. Identifies, develops, and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed.
8. Identifies root causes and effectively communicates audit findings and recommendations to business process owners.
9. Coordinates with external auditors in completion of annual financial audits and outsourced audits.
10. Performs audit finding follow-up with bank process owners to ensure that corrective actions have been effectively implemented as prescribed in audit reports.
11. Complies with federal and state regulations and all established bank policies and procedures.

12. Perform all other related duties as assigned.

Other Responsibilities

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Highly focused, able to rapidly determine key priorities, clearly communicate the priorities and ensure resources are properly aligned.
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.
- Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Completes tasks on time or notifies appropriate person with an alternate plan.
- Consistently at work and on time; ensures work responsibilities are covered when absent.
- Possess a positive and professional attitude.
- Other duties as assigned.

Minimum Experience The requirements listed below are representative of the knowledge, skills, and competencies required to successfully perform the duties as outlined above.

- Knowledge of the laws and regulations that establish requirements for internal controls to include 12-CFR-30, Safety and Soundness Standards; and 12-CFR-363, Annual Independent Audits and Reporting Requirements.
- Five (5) or more years relevant experience in accounting, compliance, risk assessments, legal or audit within the banking / financial industry.
- Strong understanding of accounting and audit standards
- Ability to work independently and supervise staff.
- Excellent oral, written communication and presentation skills.
- Proficient in the use of PC software including Microsoft Office Suite.
- Strong organizational skills and effective time management.
- Ability to assume additional tasks and responsibility as assigned.
- Bank Audit experience is preferred but not required

Education/Certifications

- Bachelor's Degree or 5 additional years of related experience beyond the minimum required may be substituted in lieu of a degree
- Audit Certification required - Certified Internal Auditor (CIA), Certified Public Accountant (CPA). Other audit, compliance, or regulatory certifications may be considered.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent PC skills, including Microsoft Office products and custom bank
- Excellent analytical skills and attention to details.
- Excellent time management, organizational and problem-solving skills.
- Demonstrate ability to lead, motivate and influence others; supervisory experience preferred

Training Requirements:

All employees are required to attend scheduled mandatory trainings and complete online regulatory compliance training courses applicable to their specific job function. In all situations, employees must ensure that their actions fully comply with all federal banking laws and regulations, including internal bank policies and procedures. Failure to adhere to these requirements will be grounds for disciplinary action, including probation and possible termination.

Community Involvement:

Texas National Bank's Mission Statement includes a commitment to helping our communities grow by serving them with pride and integrity. All employees are encouraged to volunteer for bank sponsored activities, civic, charitable and community events and to be active in the communities we serve.

Management reserves the right to change this position description at any time according to business needs.

Our Hiring Philosophy:

Texas National Bank recognizes that the quality of our people is the foundation for our success. Attracting individuals who value a challenging work environment that rewards the contributions of its people is the cornerstone of our hiring philosophy. It is the policy of Texas National Bank to provide equal employment opportunities (EEO) to all persons regardless of age, race, sex, religion, national origin, handicap, marital status, or other attributes not pertinent to the job requirements. This policy reflects our practice of making all employment decisions, from recruitment to promotions, based on an individual's qualifications without discrimination on any basis.