



Federal Credit Union

Atlantic FCU Job Description

Position – Director of Internal Audit

Department: Audit	Reports To: Supervisory Committee & COO
Position Grade: 13	Supervisory Position: Yes
Classification: Exempt	Revision Date: August 5, 2019

Role: The Director of Internal Audit is responsible for the Credit Union's overall administration of its Internal Audit program. This position provides assistance and means for the Supervisory Committee to fulfill its oversight role by providing an independent and objective appraisal of the effectiveness of the credit union's internal control systems, compliance with credit union policy and procedures, and compliance with governmental laws and regulations. This function includes planning, executing and reporting on operational, financial, information system, and regulatory and compliance related audits and reviews.

Essential Job Functions & Responsibilities

60%	Internal Audit: Develops and maintains a comprehensive annual audit plan that remains flexible to changing conditions and priorities and provides the Supervisory Committee and management with a periodic audit activity report. Serves as the principal liaison between regulatory examiners, external auditors and credit union management and staff throughout audits and examinations. Performs (and / or coordinates 3 rd party) audits of credit union departments and functional areas in accordance with the annual audit work plan. Prepares and presents written reports of the findings and recommendations in accordance with the audit policy. Presents audit observations and recommendations to the Supervisory committee and management. Keeps informed of all regulatory and industry changes relative to Internal Audit and compliance. Prepares the monthly Supervisory Committee meeting package based on the agenda's created by the committee. Must handle confidential information and maintain independence and objectivity in performing audits. Tracks and reviews management action plans relative to audit report responses. Reports periodically of the status to the Supervisor Committee and management.
15%	Internal Fraud Management: Investigates and reports on any allegations, suspicions, or actual activities related to fraud committed by any Atlantic FCU employee.
15%	Performance Management & Training: Responsible for the leadership of the department. Provides necessary training and development through formal training, coaching and mentoring. Creates a positive work culture through a motivating leadership style. With employees, set individual and department goals. Responsible for annual and ongoing performance reviews and coaching sessions.
5%	Consulting: Provides support in a consultative role to assist management in evaluating risks; new processes, systems and products and the efficient and proper use of resources.
5%	Other Duties: Performs other duties as assigned

Core Competencies & Performance Measures	
1	Analytical Thinking: Applies logic to solve problems or roadblocks to get the job done.
2	Builds Collaborative Relationships: The ability to develop, maintain and strengthen partnerships with those in and out of your department, the credit union and externally.
3	Communication Skills: Can use language effectively and respectfully both in written and verbal form.
4	Forward Thinking: The ability to anticipate the implications and consequences of situations along with the willingness to try new ways and ideas.
5	Personal Credibility: Takes responsibility for own actions, reliability, trustworthiness and leadership.
6	Member Service Excellence: Ability to respond to or anticipate member needs as outlined in our Mission, Values and Service Standards.
7	Risk Assessment: Takes action to evaluate and minimize risks to the members, staff and credit union.
8	Technology Intuit: Is skilled in operating systems needed to perform job function.
9	Attentive Listener: Listens attentively to others without reflecting self or interrupting.
10	Continuous Education: Is continuously seeking and gaining new knowledge from various sources to put into practice for professional growth.
Experience, Education, Interpersonal Skills & Knowledge Requirements	
Experience	Eight to Ten Years of similar or related experience
Education	A four year college degree or Completion of a specialized course of study at a business or trade school or Completion of a specialized and extensive in-house training or apprenticeship program.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others. Must be objective and detail oriented to add value and improve operations.
Knowledge Requirements	Must be highly motivated and able to work independently. Functional with software packages including MS Office and core processing. Must have a thorough understanding of national audit standards, risk management, internal controls, and governance processes.
Physical Requirements & Environmental Surroundings	
The physical requirements of this position are minimal lifting, a reasonable amount of sitting at a desk and computer screen and general phone work with head set as desired. A comfortable temperature, good lighting and clean environment. A positive culture is present and practiced while encouraging everyone to contribute to that team.	
Travel	
A moderate amount of travel is required for this position. An Employee Reimbursement Form is utilized.	
Important Information Regarding This Job Description	
This Job Description is not a complete statement of all duties and responsibilities. While not all inclusive, it is written in good faith and knowledge that duties change during the course of time and will be discussed annually during performance review sessions.	