



JOB DESCRIPTION

JOB TITLE:	Senior Internal Auditor	JOB GRADE:		FLSA:	Exempt
BRANCH/DEPT:	Audit	REPORTS TO:	General Auditor	REV. DATE:	11/23/10

SUMMARY:

To provide quality audit services through providing consultation on enterprise wide projects. Internal Audit evaluates the adequacy, effectiveness and efficiency of the systems of control within the bank and the quality of ongoing operations. Audits are financial, compliance, operational and systems oriented. The incumbent reports to the General Auditor in the performance of all assigned duties. With offices located in central and western North Carolina and Southwest Virginia, travel is incurred in connection with branch office audits.

REQUIREMENTS:

- Bachelor's Degree (Business, Finance or Accounting preferred).
- Designation as a Certified Internal Auditor, Certified Bank Auditor, Certified Information Systems Auditor, or Certified Public Accountant, etc. is preferred.
- Minimum of five years internal auditing or comparable work related experience.
- Thorough knowledge of bank policies, procedures and practices in the areas assigned; with sufficient knowledge of laws and regulations governing banks.
- Strong knowledge in specific area(s) such as compliance, Information Systems Technology, Financial/Accounting, Operations, etc.
- Strong knowledge of information systems technology.
- Ability to handle confidential and proprietary information.
- Ability to identify, analyze and solve complex issues quickly with logic and reasoning.
- Ability to work with little or no supervision on audit assignments, determining when to act independently and when to refer situations to superiors.
- Ability to work with and relate to superiors, subordinates, associates and customers in a professional manner and to motivate and lead associates to willingly achieve desired results. This would include training other audit team members.
- Ability to effectively communicate complex issues to bank management, both orally and in writing, in an accurate well-organized, logical manner to effect action.
- Ability to travel as needed.



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PRINCIPLE ACCOUNTABILITIES:

- Effectively plan and function as Auditor-In-Charge for audits of all areas subject to audit within the company, assigning personnel to specific audit activities and reviewing audit work papers for adequacy of coverage and content to support audit findings.
- Develop review and analyze the ongoing effectiveness of all audit programs, recommending changes and improvements as appropriate, to General Auditor.
- Assist in education and development of staff members.
- Conduct and/or assist with special projects; assist independent public accountants or examiners and support other audit personnel; and handle auditee questions and inquiries.
- Develop and implement effective audit techniques and procedures and utilize documentation skills which adequately support audit findings within a timely manner.
- Evaluate and analyze the effectiveness of more complex procedures and internal controls within the assigned corporate or compliance area, using appropriate audit skills, techniques, and judgment.
- In a timely manner, effectively prepare summaries of findings and audit reports and communicate audit findings and recommendations to appropriate auditee levels, including executive management and the Audit Committee.
- Develop a high level of analytical skills and evaluate the effectiveness of procedures, segregation of duties and internal controls within a corporate area or enterprise wide project.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Affirmative Action/Equal Opportunity Employer