**Department**: Financial, Audit and Legal

**Reports** **to**: Board of Directors

**Supervises**: None

**Summary**: Conducts independent audits of financial records and control procedures to ensure the financial institution is in compliance with laws and regulations.

**Internal Auditor**

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| **Major Duties & Responsibilities****Preferred Education & Experience** | * Maintains a comprehensive internal audit program, which includes regular audit procedures and activities for financial institution branches and departments of the main office.
* Reviews and appraises policies and procedures for safeguarding financial institution assets.
* Oversees the independent audit and examination of financial institution records to ensure compliance with laws and regulations.
* Recommends and assists in the development of procedures and controls which are indicated through normal audit reviews.
* Develops new or revised internal audit policies, methods and procedures.
* Submits written reports of internal audit reviews to the Board of Directors, including findings, analyses, conclusions and recommended actions.
* Maintains training calendar and plans, assigns and directs training activities.
* Maintains all open audit findings until appropriate evidence is provided to complete the finding.
* Prepare and present all material needed to conduct quarterly Audit Committee meetings.
* Communicates with Audit Committee, Board of Directors, external auditors/examiners, and all employees in a manner that is effective, efficient, and succinct.
* Assist in scheduling and providing documentation to external auditors.
* Develops new or revised internal audit policies, methods and procedures. Performs risk assessment and control analysis for all financial institution departments except Data Processing/IT, including Audit Risk Assessment and Compliance Risk Assessment.
* Develops and maintains manuals and references, as well as participates in staff training to effectively implement financial institution policies and procedures.
* Bachelor of Science degree in accounting, business administration, or related area.
* Preference given to candidates with certified public accountant (CPA) or certified internal auditor (CIA) designation.
* Proficiency in application of internal auditing theory, standards, procedures and techniques.
* Proficiency in accounting principles and techniques.
* Good verbal and written communication skills.
* Good understanding of human relations and the ability to maintain satisfactory relationships with auditees.
* One to two years of progressively more responsible work experience in a financial institution.
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**Bank Secrecy Act**

In the performance of respective tasks and duties, the employee is expected to maintain knowledge of and ensure compliance with Bank Secrecy Act regulations and all other regulatory, security and bank policies.

**Physical /Work Conditions**

In the performance of respective tasks and duties, the employee is expected to successfully perform the essential functions of the position. Reasonable employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. While performing duties the employee is required to sit, talk, hear, lift up to 20 lbs., and may be required to work evenings and/or weekends, attend remote meetings and/or to travel.

**Company Conformance**

In the performance of respective tasks and duties, the employee is expected to successfully perform quality work within deadlines with or without supervision, interact professionally with other employees, customers and suppliers; work effectively as a team contributor on all assignments and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Other Duties**

This job description in no way should be construed as acontract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Interested applicants may submit a resume to Melissa Knight by email at **melissaknight@fnblebanon.com.**

Resumes may also be submitted in person at 136 West Main Street at our Main Office in Lebanon.