



Job Title: **Internal Auditor, IT**
Department: Executive Offices

Job Description

Status: Full-Time *Incumbent: Vacant*
Reports To: Director of Internal Audit Updated: 4/2012
Reports To: Supervisory Internal Auditor for Administrative Purposes Salary Band:4
Supervises: None

Overview: Responsible for providing objective assurance and advice that adds value, includes change that enhances governance or risk management and control processes and improves accountability for results while focusing on auditing the IT Systems of the Credit Union.

Secondary Functions: Assist the Director and Supervisory Internal Auditor in all of their processes.

Responsibilities:

- Assists in the development, documentation and implementation of comprehensive risk based audit program (with an emphasis on IT Systems) to include all functions and branches within BFSFCU.
- Evaluates and monitors BFSFCU's IT systems, IT risk management, data security applications, and other business processes and controls, governance practices, and provides recommendations for improvement where necessary.
- Conducts internal audit reviews of the technology interfaces and outputs of BFSFCU's financial and operational processes to ensure regulations compliance and best practice. Provides detailed feedback to business unit management and IT leadership. Makes recommendations to the Supervisory Committee on issues raised during internal audit work.
- Assists in designing, developing and directing audit engagement programs to evaluate management controls over all BFSFCU operations and the effectiveness of all levels of management in their stewardship of the organization's resources, as well as their compliance with established policies and regulations.
- Coordinates the internal audit activities, along with the Supervisory Internal Auditor, with the outside opinion auditors, the NCUA examiners, NACHA and any other required audit/exams.

- Contributes to the development and implementation of the process that facilitates the identification and management of risk as well as determines control objectives and devise effective and efficient tests of controls.
- Participates in assessing and reviewing fraud detection procedures for both internal and external activities of the Credit Union including the filing of the appropriate SAR, CTR, etc. Coordinate this activity with the Security Officer, outside law enforcement and/or regulatory authorities, as required.
- Provides review and analysis of business processes and best practices, including significant system development projects, to BFSFCU business units to maximize operational effectiveness consistent strategic objectives.
- Undertake other work-related duties as assigned by the Director of Internal Audit and/or the Supervisory Internal Auditor.

Minimum Qualifications or Knowledge, Skills and Abilities Required

Education:

- B.S. Degree in Accounting Information Systems or equivalent combination of education and experience.
- Masters Degree Preferred.

Professional Qualifications:

- Minimum 3 to 5 years of relevant experience
- CISA required
- Willingness to pursue professional certifications of CIA, CPA, CA, or equivalent
- Applied knowledge of the principles and practices of internal auditing
- Understanding of key IT areas.
- Fundamental understanding of risk management frameworks (e.g., COSO), internal control practice directives (e.g., IIA Standards), and experience in applying them to perform evaluations of various operations functions
- Demonstrated analytical and problem solving capabilities

Additional Managerial Qualifications:

- Advanced written and verbal communication skills and presentation skills
- Demonstrated analytical and problem solving capabilities
- Highly motivated, organized and energetic with collegial work style
- Demonstrated integrity within a professional environment
- Demonstrated analytical and problem solving capabilities

Employment with the Bank-Fund Staff Federal Credit Union is at-will and can be terminated by either the employee or the Bank-Fund Staff Federal Credit Union at any time, for any reason, or for no reason at all.

Please Contact:

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The salary range for the position is: \$60,000 to \$90,000