

## **SR. INTERNAL AUDITOR - 5748**

As a member of the Internal Audit team, you will work closely with the Bank's finance, accounting, compliance, wealth management, and other lines of business to ensure appropriate control design and test control effectiveness across organizational processes.

You will be responsible for assisting with the planning and execution of financial, operational, and regulatory compliance based audits as well as providing control consultation on risks and controls throughout the Bank and its subsidiaries.

1. Assist in the planning stages for key segments of audits by reviewing available information and data, assessing both risk and regulatory requirements, and designing audit programs.
2. Administer and execute financial and operational audits including, but not limited to, (a) audit team planning, (b) scheduling and leading meetings, (c) general administration such as coordinating with Audit Administrator for workspace, badges, and logistics, (d) performing audit fieldwork using appropriate auditing methodologies and data analysis, (e) effectively lead resources assigned to audit project, (f) monitoring inflow and review of audit requests and work papers for quality and adherence to standards within the audit management tool (Accelus), (g) setting-up and administering weekly audit status meetings, (h) assisting in report writing, (i) ensuring timely issuance of report, and (j) validating the remediation of audit findings.
3. Provide assistance to external auditors by responding to general audit questions, supporting their efforts to rely on Internal Audit work, assisting in the annual confirmation process, and as needed.
4. Develop draft audit reports by identifying and gathering support for potential issues, ensuring findings are appropriately documented, and recommending value-added solutions.
5. Ensure the overall quality, consistency, risk management and adherence to department and professional standards and identify opportunities for audit process improvement.
6. Establish and maintain strong relationships with business unit management.
7. Remain current and increase knowledge of regulatory requirements that impact the organization as well as in the areas of internal control, accounting, business, company products and company information.
8. Support management initiatives and perform administrative responsibilities as needed.

**QUALIFICATIONS:**

5+ years of audit experience with an accounting firm or in an internal audit role within the banking or financial services industry

Sound knowledge and experience in financial and operational audits

Internal control or risk management related experience

Knowledge of banking and the finance industry

BS/BA degree in related field

Self-starter who excels at learning new processes and business functions

Excellent written and verbal communication skills

Excellent presentation skills

Ability to critically analyze and assess the adequacy of internal controls and opportunities for process improvements and efficiency gains

Creative approach to problem solving in a dynamic environment

Advanced skill levels with Microsoft Office applications

Professional certifications such as CPA, CIA, CISA, CFE, etc. are preferred

**SEND RESUME AS AN MS WORD ATTACHMENT TO [diane @dmstone.com](mailto:diane@dmstone.com)**