

Associate Auditor/ Field Auditor

Conduct financial, operational, and compliance audits, including detailed audit tests, examining documents and records, observing operations, and conducting interviews with clients.

Work to identify and analyze business risks and problem solve, prioritize and take initiative.

Compile work papers that effectively document the audit process, including testing, findings, issues and conclusions. Audit work should be documented such that procedures are repeatable.

Conduct opening and exit interviews. Track the status of open issues, perform and document procedures in order to review completion of agreed upon remediation plans.

Assist management with risk identification, process documentation, testing of controls, and documenting issues. Obtain management responses on issues and follow up regarding remediation.

Communicate with department representatives regarding audit and project status. Establish and maintain effective relationships with management and internal clients.

Work as a team with department counterparts on implementing and completing assigned projects.

Attend and actively participate in organization, or job specific training offered.

Understand client operations and business goals and objectives. Make recommendations that strengthen internal controls and mitigate risks. Work with external auditors, as needed.

Other duties as assigned.

Knowledge and Skills required:

Good communication skills, both written and verbal

Strong computer software skills, including Microsoft Office

Requires understanding of banking operations and knowledge or ability to learn regulatory requirements.

Position requires travel to various bank locations in Virginia and North Carolina (possibly overnight) as needed

Must be able to work independently and meet deadlines. Must possess strong interpersonal skills to ensure effective communication with internal and external customers.

Able to organize and handle multiple responsibilities at the same time.

A certification such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA) of Certified Fraud Examiner (CFE) is preferred (or working toward a certification)

At least 3 years of internal audit experience or an equivalent combination of education, training and experience.