

**VERABANK  
JOB DESCRIPTION**

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**JOB TITLE:**                    **Audit Assistant**

**DEPARTMENT:**                **Audit**

**INCUMBENT:**  
**SUPERVISOR:**                **Audit Manager**

**FLSA STATUS:**                **Non-Exempt**

**DATE:**                         **8/10/16**

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**JOB PURPOSE**

Provides administrative and clerical support to audit staff to ensure compliance with federal banking regulations and bank policies and controls. Assists staff auditors in conducting audits in accordance with professional audit standards to determine the adequacy, effectiveness and efficiency of the controls measuring compliance with policies and procedures and safe practices. Identifies and resolves exceptions and communicates the results to the manager in a timely manner.

**DUTIES AND RESPONSIBILITIES**

1. Provides administrative and clerical support to audit staff.
2. Tracks and follows up on exceptions and bank department response to audit findings.
3. Assists audit staff in audit schedules and assists auditors in conducting audits of various departments identified by the audit manager.
4. Prepares reports to assist auditors in submitting findings reports to management or the audit committee.
5. Assists in evaluating the quality and integrity of accounting systems, financial reporting processes and overall internal control structure, assesses accuracy, effectiveness and efficiency of bank operations as assigned by audit manager.
6. Assists in special investigations of suspected thefts, embezzlement, check-kiting operations, misappropriation or other defalcations involving bank personnel, customers or bank funds in any amount as assigned by audit manager.
7. Assists external auditors and regulators in their annual review of the bank's financial condition.

**CONTACTS**

Daily contact with audit staff. Frequent contact with other bank staff and departments. Occasional contact with Board members, external auditors, and regulatory agencies.

## **SPECIFIC REQUIREMENTS**

1. High school diploma or equivalent experience.
2. Excellent customer service skills.
3. Knowledge of personal computer and related word processing and spreadsheet software.
4. Detail oriented.
5. Ability to respond effectively and confidentially to sensitive inquiries or complaints.

## **PREFERRED REQUIREMENTS**

1. Prior audit or accounting experience.
2. Familiar with the bank's core accounting system.
3. Comprehensive knowledge of banking rules and regulations.
4. Ability to work independently and as a team with excellent time management skills.
5. Knowledge of various banking departments.

## **PHYSICAL REQUIREMENTS**

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Occasional motor vehicle travel required.

## **NOTICE**

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Employee

Department/Division Manager

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Date

Date