



Director of Audit and Compliance

SUMMARY

The Director of Audit and Compliance is responsible for performing internal auditing, compliance, disclosures, project management and support services for the Supervisory Committee, Board of Directors and Senior Management. This position requires a thorough knowledge of the Credit Union's policies, products and services. The Director of Audit and Compliance will serve as the Credit Union's BSA officer, and will support the Credit Union's Supervisory Committee and Board of Directors in their oversight activities, and Senior Management in their compliance activities. This position reports to the Supervisory Committee for internal audit programs authorized by the SC, and reports to the EVP/CFO with regard to all other matters.

POSITION RESPONSIBILITIES:

1. Maintain a detailed knowledge of the Credit Union policies regarding deposit and lending products.
2. Recommend changes to policies, procedures, products or services where appropriate.
3. Remain up to date with internal (Products & Services, Loan Guidelines & Disaster Recovery) manuals.
4. Effectively lead or participate in assigned projects or initiatives.
5. Effectively communicate information for the purpose of having others learn, understand and apply specific techniques.
6. Advise Senior Management of any situation that could be potentially detrimental to efficient operating practices.
7. Complete closed account letters and checklist.
8. Collect and analyze data to detect deficient controls, duplicated effort, fraud, or non-compliance with laws, regulations, and Credit Union policies.
9. Conduct audits of branch and other operations to determine compliance with policies and procedures.
10. Assist CFO and regulatory examiners during audits.
11. Report findings and recommended solutions, and support recommendations with appropriate documentation and rationale for recommended solutions.
12. Provide written finding reports that are accurate, objective, clear, constructive and timely.
13. Handle audit matters with discretion and confidentiality.
14. Prepare a tracking and monitoring system for issues identified from internal and external audit results.
15. Create written instructions as needed to ensure early and consistent adoption of process changes implemented following internal and external audit findings.



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16. Follow-up and spot check to determine if new or revised policies, methods, or procedures are applied consistently.
17. Develop an understanding of the Credit Union's policies and procedures, and comply with the requirement of the Bank Secrecy Act, AML, and OFAC as it specifically relates to the job functions.
18. Manage and investigate SAIRs, review and track high risk accounts, and accurately complete and electronically file SARs and CTRs to FinCEN.
19. Maintain BSA program and policy to ensure compliance with BSA/AML/OFAC.
20. Maintain BSA Risk Assessment ensuring compliance with regulations.
21. Train staff regarding BSA rule changes.
22. Ensure BOD and staff are aware of annual BSA training requirements.
23. Review issued Cashier checks for OFAC compliance, cash in/out over \$10,000 reports, currency exchanged for monetary instrument reports, rolling cash reports, sampling of business accounts for compliance with CDD/Beneficial Owner, and REG CC holds.
24. Work with CPA firm during annual BSA testing.
25. Ensure all forms/disclosures comply with BSA rules.
26. Maintain the Board Web portal and ensure timely gathering, assembly and delivery of all necessary documents to the Board.
27. Schedule meetings, make venue arrangements, track attendance, take minutes and document all Board meetings.
28. Perform other duties as assigned.

OTHER JOB FUNCTIONS

1. Maintain a professional appearance in addition to good housekeeping practices within the working area.
2. Maintain a comprehensive knowledge of Credit Union products, services, policies and procedures to ensure information is accurately disseminated to the membership.
3. Demonstrate the willingness and competence to work in multiple, functional areas.
4. Maintain effective communication with all Credit Union employees (internal customers) to ensure coordination and exchange of information for accomplishing Credit Union goals.
5. For the purpose of attaining Credit Union goals, it is the responsibility of each employee to strive for continuous quality improvement of processes and quality of service to internal and external customers.



SKILL AND PHYSICAL REQUIREMENTS

1. Ability to plan, organize, and implement and complete projects in a timely manner.
2. Ability to research and compile information to make training and development program recommendations based on staff, departmental and member service needs.
3. Ability to exercise confidentiality and discretionary judgment.
4. Effective relationship development and communication skills, with the ability to explain policies and procedures in positive, clear and effective ways to both individuals and groups.
5. Ability to work independently and as a team member, while using discretion in decision making and sound judgment in problem solving.
6. Excellent problem resolution, negotiating, leadership and coaching skills with the ability to exercise confidentiality and discretion.
7. Proficient PC skills, with the ability to learn new software.
8. Proficient reading, writing, and math skills, with a high degree of accuracy.
9. Knowledge of internal auditing, internal controls, and applicable regulatory requirements.
10. Ability to work well with others individually and in a group or team, and the ability to remain flexible despite interruptions and/or routine changes to priorities and/or job duties.
11. Ability to problem-solve and perform work in an ever-changing environment.
12. Ability to manage multiple priorities and deadlines.
13. Ability to efficiently multi-task and work with minimal supervision.
14. Additional hours as necessary to accomplish objectives, goals, and projects.
15. Ability to work a flexible schedule to meet the needs of the Membership.
16. Combined sitting, standing and moving throughout the workday to accomplish tasks.
17. Vision (or corrected) to normal range.
18. Sufficient manual dexterity to operate a variety of standard office equipment.
19. Ability to lift up to 25 pounds.



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EDUCATION/EXPERIENCE REQUIREMENTS

1. B.A. or B.S. in business, finance or accounting, or equivalent work or educational experience.
2. Minimum two to five years' experience within Community 1st or another financial institution preferred.

SALARY RANGE: DOE

To apply, please send your resume, cover letter, and three references to C1CUadmin@myc1cu.com. Please use "Director of Audit and Compliance" in the subject line.