
INTERNAL AUDIT MANAGER

Full Time, Exempt

Reports to Board of Directors

May 8, 2020

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

Position Summary

The Internal Audit Manager is responsible for planning, organizing, directing, and controlling financial, operational, compliance, IT and lending audits, as well as managing the Bank's Compliance Department. Examines the accuracy and completeness of records and procedures for internal control to safeguard Bank assets and ensures areas of the Bank are in compliance with policies, procedures, regulations and laws. Reports audit findings and recommendations to mitigate risk directly to the Bank's Audit Committee.

Essential Duties

- Oversees the planning, organization, direction, and control of financial, operational, compliance, I T and lending audits for the Bank; defines audit objectives, formulates audit programs and schedules; ensures audit programs achieve objectives to safeguard Bank assets and ensure compliance with policies, procedures, regulations and laws.
- Makes recommendations to management to mitigate risk by implementing preventative actions, policies, procedures, documentation, or capitalizing upon other opportunities where the Bank can improve upon its operations and internal control.

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- Ensures designated areas and functions of the Bank are audited on a regular basis; assigns risk rating to each area designated for audit; performs unannounced “spot” audits when necessary.
- Works closely with management to provide risk management advisory services and consultation for new product and service projects, as well as best practice advice with respect to Bank operations, financial accounting, and internal control.
- Reports to and participates on the Bank’s Audit Committee on the audit scope of financial, operational, and compliance conditions; prepares reports of audits conducted for submission to audit committee as requested; may serve on other Bank committees as required.
- Coordinates audit plans or programs with third party auditors or regulatory examiners.
- May be asked to investigate unusual or complex problems or situations and provides recommendations or solutions.
- Tracks and validates open audit issues and reports results to Board’s Audit Committee.
- Participates in risk management committees of the bank including, but not limited to, Compliance Committee, ALCO, IT Steering Committee, and Credit Committee.
- Maintains accurate and current audit and internal control policies, procedures and related documentation.
- Assumes responsibility for special projects; gathers data and prepares reports for senior management, audits and other personnel.
- Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.

We’d love to hear from you if:

- Bachelor’s degree (BA) from a four-year college or university, and six years related experience and/or training. Work related experience should consist of an audit background in financial institution operations, lending and financial reporting. Educational experience, through in-house training sessions, formal school or technical industry related curriculum, should be business or financial industry related.
- Professional certification such as CPA, CIA or CFSA preferred.

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- Knowledge of Bank financial accounting, operations and lending functions and services; related state and federal laws and regulations, and other Bank operational policies and procedures.
- Experience, knowledge and training in progressively responsible audit department operations.
- Knowledge of general accounting, payroll, budgeting, and related accounting and record keeping systems in a financial institution.
- Knowledge of related state and federal banking compliance regulations, and Bank accounting policies and procedures.
- Skills in auditing and internal control techniques and oversight management.
- Demonstrated strong analytical and project management skills.
- Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures.
- Excellent organizational and time management skills.
- Advanced skills in personal computer operation; word processing, spreadsheet and specialty software programs.
- Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, write reports, correspondence and procedures, speak clearly to management and employees.
- Ability to work with no supervision while performing duties.

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to

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support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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