

**POSITION:** Assistant Internal Auditor I  
**REPORTS TO:** Assistant Internal Auditor II  
**OFFICE LOCATION:** Main Office  
**DATE:** October 7, 2022  
**FLSA STATUS:** Non- Exempt

**The primary responsibility of this position:**

To assist the Internal Auditor and the Assistant Internal Auditor II in auditing First Federal's various departments to ensure compliance with the Institution's policies and procedures, as well as the Federal and State laws, regulations and rules that govern this Institution.

**Job Duties and Responsibilities:**

- Conduct independent audits of the Institution's various departments at all Branches.
- Prepare written reports on audit results, including findings, root causes, conclusions and recommended actions.
- Identify weaknesses in internal controls and recommend procedures to correct deficiencies.
- Assist in the development of new or revised internal audit policies, methods and procedures.
- Assist the Internal Auditor and/or Assistant Internal Auditor II during federal exams or external audits.
- Keep current on Industry developments and new financial institution laws and regulations.
- Assist various departments in evaluating policies and procedures for compliance with federal and state laws and regulations.
- Research federal and state banking laws and regulations, review First Federal's policies and procedures, and ensure First Federal's compliance with laws and regulations.
- Be active in Community Reinvestment Act related activities.
- Maintain open lines of communication with Senior Management Team and applicable personnel.
- Compliance with all government regulations including the Bank Secrecy Act and related regulations

**Required Education and Experience**

- Associate or Bachelor degree in related field: Accounting, Finance or Business Administration preferred.
- Minimum 1 year Financial Institution experience.
- Previous audit experience is preferred.
- Proficiency with Microsoft Office products – Word, Excel, Outlook.

**Competencies:**

- Excellent analytical skills, including the ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to build and maintain satisfactory relationships with departments. Strong internal customer orientation.
- Ability to work independently and as part of a team.
- Ability to communicate orally and visually and be able to hear.
- Ethical Practice – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty
- Integrity –
  - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions;

- Job based: Ensuring accurate data throughout the organization
- Communication –
  - Delivering Messages: Ability to deliver clear and accurate messages across a variety of mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener
  - Listening: Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.
- Teamwork – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to other's suggestions and contributions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk to hear. The employee must occasionally lift or move office products and supplies, up to 40 pounds.

### **Position Type/Expected Hours of Work**

- This is a full-time position.

### **Travel**

- Travel is primarily local during the business day (up to 50 miles).
- Overnight travel is possible for seminars and training.

### **AAP/EEO Statement**

- First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice