

The Internal Audit Department is hiring!

Bank of England / BOE Mortgage is looking for an **Internal Auditor I**. This position will report to the Internal Audit Senior. This internal auditor will be assisting in operational, compliance, and financial audits of the bank and mortgage division.

Pay is commensurate with experience.

Bank of England (BOE) is a family owned community bank established in 1898. We have 6 local depository branches in Arkansas and over 100 mortgage branches located in 39 states. We offer a competitive pay rate with an outstanding benefits package.

The **Internal Auditor I** is responsible for assisting in providing internal audit coverage for BOE and BOE Mortgage. They will help in analyzing internal controls to provide adequate safeguards that ensure general operating efficiency and compliance with laws, regulations, and internal policies and procedure in order to mitigate risk.

### **Essential Duties/Responsibilities**

- Perform testing within audits which include operational, financial, compliance, regulatory, process improvement as well as consultative services when needed.
- Assist in performing walkthroughs and testing of processes to evaluate the design and operating effectiveness of key controls
- Preparation of audit work papers to support audit scope, objectives, work performed, findings, and conclusions reached.
- Help prepare draft audits reports that discuss findings and recommendations for improvements and submit to the Internal Audit Manager
- Attend scope meetings, kick-off meetings, status updates, and exit meetings with Senior Management as needed
- Conduct audit report follow-up testing to determine if Management's corrective action places were implemented timely
- Assist External Auditors/Examiners as assigned.
- Maintain professional and technical knowledge regarding auditing rules, regulations, best practices, tools, techniques and performance standards.
- Exhibit support for the organization's goals, values, and initiatives
- Comply with the Bank Secrecy Act (BSA) and other compliance requests and requirements.
- Follow all safety and security guidelines to properly safeguard member and organization assets.
- Embrace ongoing education and learn/apply new skills and software applications.
- Regular attendance and punctuality are essential functions of the job.
- Perform other job duties as assigned.

## **Job Qualifications**

### Knowledge, Skill and Ability:

- Solid understanding of internal control, risk and governance principles.
- Solid understanding of workflows and business processes with ability to identify solutions that effectively address business and control needs.
- Excellent verbal, written and interpersonal communication skills.
- Strong relationship building and teamwork skills with ability to work effectively and credibly with team members and business partners.
- Strong consultative, coaching and collaboration skills.
- Strong ethics and integrity.
- Professional skepticism.
- Strong analytical and problem solving skills.
- Strong self-discipline and ability to stay focused on work need arises to work remotely
- Strong attention to detail and excellent organizational skills; ability to multi-task effectively in a fast past environment.
- High responsiveness and flexibility to changing business priorities and tight deadlines.
- Proficient in MS Office- especially in Excel.
- Ability to work independently, efficiently and effectively.
- Ability to maintain confidences.

### Education or Formal Training:

Bachelor or Master degree in Finance, Accounting, or related field. Certified Internal Auditor (CIA), Certified Community Bank Internal Auditor (CCBIA) or Certified Public Accountant (CPA) certifications are a plus.

### Experience:

One to three years of experience as an auditor, preferably in a financial institution.

Knowledge and experience in bank and mortgage is preferred.

Knowledge and experience in Encompass loan software is preferred.

### Salary & Benefits:

Competitive salary and benefits will be based on qualification and experience.

Please send resume to Jennifer Tucker, CPA at [jtucker@boe-ar.com](mailto:jtucker@boe-ar.com).