



Cashmere Valley Bank

Internal Audit Manager

Location: Cashmere, WA

Department: Internal Audit

FLSA Status: Exempt

Grade/Level: \$92,678 - \$124,635 Annually

Job Type: Regular

Work Schedule: Available to work Monday through Friday from 8:00 am to 5:00 pm with overtime as necessary.

Job Status: Full Time

Reports To: Chief Financial Officer

Amount of Travel Required: Occasional

Positions Supervised:

Benefits: medical, dental, vision, prescription, life, AD&D, long term & supplemental insurance, EAP, 401k match & profit sharing, accrue 8 hours of sick & vacation monthly, 11 annual paid holidays

POSITION SUMMARY

Provide a wide variety of audit duties for Cashmere Valley Bank.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Lead, train and guide Internal Audit team.
- Conduct internal audit assignments with a risk-based approach to ensure the audit engagement identifies all material business risks.
- Responsible for preparing and maintaining Annual Internal Audit Plan.
- Serve as a liaison between board of directors, management, bank personnel, contracted audit firms and regulators.
- Ensure that detailed audit work is effectively focused on areas assessed as high risk.
- Identify the root causes of control failures and recommend corrective actions so that controls will operate effectively and as intended.
- Ensure that all agreed upon recommendations are subsequently implemented by tracking and following up with responsible parties.
- Maintain respectful relationships with Board of Directors, senior management, bank staff, contracted third-party auditors and State and Federal Regulators.
- Model and uphold the Mission Statement of Cashmere Valley Bank.
- Other duties as assigned. Job descriptions and duties may be modified if deemed necessary by management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adherence to Policies - Adhere to all policies, procedures and regulatory compliance requirements for Cashmere Valley Bank.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality - Keep all customer financial information strictly confidential.
- Customer Service - Ability to demonstrate continuous quality customer service to internal and external customers.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Multi-task - Ability to prioritize, manage and perform multiple tasks as warranted.
- Professionalism - Practice a high degree of professionalism with a positive attitude.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.

- Self Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Team Player - Contribute to an overall team effort by being an effective team player.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Training - Successful completion of all in-house and off-site training as required.

SKILLS & ABILITIES

Education:	High School Graduate or General Education Degree (GED): Required Bachelor's Degree (four year college or technical school) Required, Field of Study: Economics, Finance or Accounting
Experience:	4 plus years of experience in Financial Institutions.
Computer Skills:	High proficiency in computer operations, especially Word and Excel, with willingness to expand knowledge.
Certifications & Licenses:	CPA or Certified Internal Auditor certification preferred.
Other Requirements:	Experience with coordinating internal and external resources to execute annual audit plan.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O	Lift/Carry	
Walk	O	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	N
Reach Outward	F	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	O		
Crawl	O	Push/Pull	
Squat or Kneel	O	12 lbs or less	O
Bend	O	13-25 lbs	O
Grasp	F	26-40 lbs	N
Speak	F	41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance)

WORK ENVIRONMENT

Cashmere Valley Bank's work environment is generally considered low risk in environmental conditions such as extreme noise, heat, cold or atmospheric exposures. The possibility for personal injury is low.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.