



Job Posting

POSITION TITLE	Internal Auditor
DEPARTMENT / LOCATION	Operations Center – Round Rock (Palm Valley Blvd.)
SALARY	Commensurate with Experience
FLSA STATUS	Exempt
POSTING DATE	09/30/2022

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

GENERAL DESCRIPTION/PURPOSE:

Responsibilities of the Internal Auditor include, but are not limited to, the internal auditing and reviewing of all bank functions performed by personnel, assisting in the Bank's compliance program to ensure adherence and conformity with all federal and state laws and regulations, as well as assisting with the maintenance and updates of auditing procedures as regulated by R Bank's Audit Policy, regulatory agencies, and laws.

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

DUTIES AND RESPONSIBILITIES:

- Conduct periodic monitoring for compliance with various lending and deposit laws and regulations.
- Master and understand R Bank's internal audit program for the bank.
- Have a strong understanding R Bank's operating systems, policies, and procedures.
- Assist and or perform operational, and compliance audits as required and in accordance with the internal audit program.

- Conduct quarterly internal banking center audits, in accordance with the internal audit program.
- Produce a quarterly report and present findings to the Audit Committee and the Board of Directors.
- Assist Audit Committee in fulfillment of its duties, responsibilities, and reporting.
- Meet with Audit Committee, as requested, to discuss the department's scope and schedule for the coming year, and periodically to review and discuss audit findings and other matters as necessary.
- Review bank practices and records for compliance with established internal policies and procedures.
- Update policies and risk assessments as needed.
- Develop and report recommendations for improving, operating efficiency, and the adequacy of bank records and recordkeeping as requested.
- Report, as needed, audit findings and recommendations to appropriate management based on the results of regularly scheduled audits, non-scheduled audits, and at any time when issues need to be addressed by management.
- Conduct follow-up reviews of operational, or regulatory compliance deficiencies noted during audits.
- Perform investigations of irregularities discovered by or brought to the auditor's attention.
- Investigate, as requested by senior management or the bank's Security Officer, fraud, embezzlements, and defalcations within the bank. Work in cooperation with law enforcement agencies in any such cases as deemed necessary.
- Perform other audit duties as required, consistent with the goals, objectives, and responsibilities of the internal audit department and with the approval of the Audit Committee.
- Assist in the review of employee, officer, and director accounts.
- Remain current with regulatory updates.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- High school graduate or equivalent. Preferred, but not required, two or four year college degree
- Minimum of 5 years banking experience including a general knowledge of branch operations, operational processing, and general compliance experience
- Excellent verbal and written communication skills
- Ability to organize and manage multiple priorities
- Ability to maintain composure under pressure
- Ability to work efficiently and accurately in an atmosphere of frequent interruption
- Ability to read, understand and carry out verbal and written instructions and to request clarification when needed

- Proficient in arithmetic, bank practices and procedures
- Must be team oriented and have the ability to work with other personnel collaboratively
- Ability to be self-motivated person with an outgoing and pleasant personality
- Excellent typing and work processing skills.
- Familiarity with bank software, database management and Internet based software programs
- Ability to fluently speak, read and write in English
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner
- Ability to operate a computer and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to speak Spanish

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS PACKAGE:

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and the R Best Foot Forward Program. You can learn more about R Bank and our services at www.r.bank.

APPLY:

If you meet all of the minimum qualifications for this position and would like to apply, please email updated resume to HumanResources@r.bank or you may upload via www.r.bank.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status or disability.

