



TO: ALL EMPLOYEES
FROM: JEN FORD – HR
SUBJECT: JOB POSTING
DATE: MAY 6, 2022

POSITION: *Audit and Compliance Coordinator*

Application Deadline: 05/20/2022

LOCATION: Kingston

SALARY: Salary Range: \$45,000 - \$64,574 – Exempt/Full-time

REPORTS TO: Jeff Rawlins – VP/Operations Manager

GENERAL SUMMARY: The Audit and Compliance Coordinator oversees the outsourced audit function to ensure the Bank complies with laws and regulations and assists the Audit Committee in ensuring proper and reasonable operations of the Bank. This position will coordinate gathering of documentation and information requested by external and regulatory auditors as it pertains to an audit, examination, or inquiry. This position also has responsibility for assisting the BSA Compliance Officer with the Bank's regulatory compliance program as needed.

PRIMARY DUTIES:

- Coordinates gathering of documentation and information requested by external and regulatory auditors as it pertains to an audit, examination, or inquiry.
 - Serves as a point of contact and provides support and assistance during an outsourced audit.
 - Will work with all departments to facilitate and communicate requests for information and questions between the outsourced auditors and the Bank.
 - Assists management in response to audit findings/recommendations and monitors implementation of audit recommendations.
 - Informs the Audit Committee periodically on all outsourced audit activities and attends all audit related meetings including planning, status and exit meetings.
- Will perform basic internal audit activities not performed by outsourced auditors.
 - Branch operations, cash counts, night depository, safe deposit boxes, and branch opening procedures.
- Supports BSA Compliance Officer with CTR processing and reports review:
 - Review system-generated reports and alerts regarding customer accounts to determine unusual or suspicious activity. Conducts account research, reviews and monitoring.
 - New account activity review including high-risk account review and documentation.
 - Review and file CTR's and other miscellaneous FINCEN reports.
- Assumes responsibility for special projects, gathers data and prepares reports for the Compliance Officer.

MINIMUM QUALIFICATIONS:

- 3 – 5 years banking experience and college degree preferred. May require a basic bank audit class if no prior audit experience.

OTHER REQUIREMENTS:

- Exceptional verbal, written and interpersonal communication skills
- Exceptional organizational and time management skills
- Project management skills
- Ability to act with integrity, professionalism, and confidentiality
- Ability to think analytically with ability to interpret business periodicals and procedures.
- Detail-oriented and focused
- Ability to work independently