



## **CAREER OPPORTUNITY**

**Job Title: FVP Compliance Officer/Director of Audit**

**FLSA Status: Exempt**

**Reports To: CEO/President**

**Location: Corporate – West Covina**

**Language: English**

## **ABOUT Universal Bank**

Universal Bank is a premier company in West Covina CA, that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is located in West Covina CA, with five branches serving LA County in West Covina, Monterrey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

## **Position Summary**

The Audit committee has adopted written policies and procedures covering Universal Bank's audit program which includes an external audit program. It is acknowledged that those activities regarding the Bank's auditing function, controls systems and record keeping are directly or indirectly the responsibility of the Audit Committee. The Audit Committee is charged with overseeing, tracking and evaluating all aspects of the Bank's control mechanisms to ensure that the Bank is managed in accordance with safe and sound guidelines established by regulatory authorities and U.S. auditing standard boards.

In conjunction with the Audit Committee and the organizational authority of the President/CEO, this position will participate in identifying, reviewing, electing the outsource third-party auditor and defining the scope and scheduling of audit in all areas to ensure the compliance of all applicable regulations in all departments

## **General Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Other duties may be assigned.

- Ensuring that Bank wide policies and procedures are updated on a timely basis and presented to the Executive Committee for review and approval by the Board.
- Development of the Bank's overall risk assessment and annual audit plan for review and approval by the Audit Committee.
- Assist in the selection of the firms to perform outsourced operational audit functions for approval by the Audit Committee. The selection criteria will include evaluating the credentials and experience of the firm(s) to be used based upon scope, complexity and expertise required to perform the audit. Also ensuring that before a firm(s) are selected that proper vendor management practices are performed i.e. TB82a.
- Performs and reports to the Audit Committee of defining the scope of audit program of all departments to comply with regulations.
- Perform operational audits of certain operational departments of Bank.
- Primary liaison with the Audit Committee and responsible for providing monthly updates to the Committee including status on audit findings, audit reports issued, status of the corrective action and completion of the action.
- Primary liaison with outsourced audit firms and ensuring that appropriate communication is maintained.
- Responsible for tracking and monitoring for completion of all regulatory issues addressed within Consent Orders and Reports of Examination.
- Maintain current knowledge of applicable federal regulations, including Bank Secrecy Act, Due Diligence and Know Your Customer principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience:**

- 5-10+ years of audit experience in banking and accounting
- Outstanding analytics and experience in risk management. Ability to work in a team environment, detail oriented, customer-oriented, conscientious, accurate and organized requiring general supervision oversight.
- BA/BS Degree from a 4 year university/college with business background and experience preferred.
- Experienced in general ledger, third party core banking and application systems (Fiserv preferred).

- Proficient in Microsoft Office (Word, Excel, Outlook).

**Communication and organizational skills:**

Ability to read, analyze, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**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 regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

*Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.*

*You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.*