



JOB TITLE: Auditor
Entity (SFG, SCB): SCB
Job Classification: Full Time, Exempt
Department: Internal Audit
Reports to: Chief Audit Executive

Education or License Requirements:

- CPA/CIA/CISA designation or willing to obtain designation
- Undergraduate degree in Accounting/Finance OR have 2 or more years of experience in public accounting or private industry experience with knowledge of accounting, finance and internal control areas.

Experience or Skill requirements:

- Understand internal control concepts and have experience in applying them to plan, perform, manage and report on the evaluation of various business processes/areas/functions.
- Prove ability to work independently, with limited required direction and guidance, and provide appropriate direction to other internal audit project team members.
- Demonstrate strong verbal and written communication skills, to effectively present to peers and management.
- Exhibit the leadership skills needed to sell ideas and obtain management buy-in for constructive change.
- Understand internal auditing standards, Sarbanes-Oxley 404 requirements, COSO and risk assessment practices.
- Understand the technical aspects of accounting and financial reporting.
- Have experience in performing multiple projects and working with varying team members.
- Must be persistent to uncover and follow through on questionable items or procedures.
- Proficient in Microsoft Word and Excel.
- Knowledge and experience in data analytic software

Duties:

The internal auditor is responsible for performing individual internal audit projects, as part of the total internal audit plan. This responsibility includes developing internal audit scope, performing internal audit procedures and preparing internal audit reports reflecting the results of the work performed. Work performed will include coverage of functional and operating units and focusing on financial, IT and operational processes. Additionally, the internal auditor performs follow-up on the status of outstanding internal

audit issues. The internal auditor will also perform testing over internal controls over financial reporting to assist management in their assessment for Sarbanes-Oxley 404 compliance. The internal auditor will also assist internal audit management with periodic reporting to the audit committee, development of the annual internal audit plan, and championing internal control and corporate governance concepts and efficiencies throughout the business. The internal auditor will be responsible for additional duties as assigned.

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