

South Louisiana Bank

Audit & Compliance Assistant

Hours: Monday-Friday 8:00am – 5:00pm

Specific Job Functions:

1. Analyze plans and procedures for compliance with all applicable laws, regulations generally accepted accounting principles and the established goals of the board of directors and management
2. Plan and perform internal audits as directed by the Chief Internal Auditor (CIA), based on the internal audit schedule
3. Complete internal control questionnaires or narratives for each audit topic with expanded documentation on certain controls as warranted based on risk profile
4. Assist CIA with internal control documentation in accordance with FDIC Part 363
5. Review and determine whether the systems in place are adequate and operating properly to safeguard assets and to assure compliance on an ongoing basis
6. Perform Audit Procedures on various topics, customizing procedures based on the size, risk profile, and complexity
7. Communicate the results of the internal audits, both positive and negative, to the CIA. Assist CIA with making recommendations for corrective action and follow through to evaluate the achieved results
8. Assist external auditors as directed
9. Assist with audit committee meetings as needed
10. Assist CIA in planning audit schedule
11. Provide an audit process for low to moderate complex audit topics and render assistance to CIA for highly complex topics
12. Assist in maintaining a regulatory compliance program
13. Assist with periodic risk assessments and work with Compliance Officer in developing a Compliance Audit schedule that describes frequency and scope of Compliance audits
14. Assist with coordinating and performing periodic independent testing to monitor procedures and practices of bank personnel for compliance with laws and regulations and adherence to bank policies
15. Assist with and, at times, present periodic compliance reports to Senior Management and/or the Compliance Committee
16. Work with the Compliance Officer to assist with the coordination and scheduling of the implementation of new regulations or changes to existing regulations (This includes the review of new products or changes to existing products)
17. Assist the Compliance Officer in updating and reviewing bank policies and procedures based on regulatory changes, internal and external audits, and examinations by regulatory agencies
18. Assist the Compliance Officer with maintaining an ongoing program for training personnel on Compliance matters
19. Assist Compliance Officer with preparing for regulatory examinations and implement corrective action processes as identified within examinations
20. Maintain awareness of the regulatory environment and a working knowledge of both state and federal laws and regulations
21. Research compliance issues and problems and provide interpretations and clarifications
22. Learn and assist with software administration (CSI New Account Console, LaserPro, Password resets)
23. Assist with Operational activities (Securities recon, Summary of Deposits, General Ledger, Back-Up Withholding, etc.)
24. Perform all other duties as assigned

Qualifications of Job:

- Business-related college degree, preferably in accounting
- Prior bank auditing, lending, and/or compliance experience is preferred
- Proficiency in application of internal auditing theory, standards, procedures and techniques
- Good written, oral, and computer skills

Requirements:

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, have the ability to communicate effectively with others, and will be required to work evenings and/or weekends, and attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Maintain a high level of confidentiality
- Interact professionally and confidently with other employees, customers and contacts
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

If you meet these requirements and wish to be considered for this position, please complete an application by calling the Human Resource Department at 985-851-3434.

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.