



THE NATIONAL  
BANK OF INDIANAPOLIS

**The National Bank of Indianapolis**  
**Job Posting: Vice President & Manager of Compliance & Audit**

**A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

**Who We Are Looking For**

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

**How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

**We invite you to learn more about The National Bank of Indianapolis at**  
<http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer**  
**(Minority/Female/Disability/Veteran)**





## **JOB POSTING**

### **Vice President & Manager of Audit and Compliance**

#### **Purpose of Position:**

The incumbent is accountable for developing and coordinating the Bank's efforts to comply with consumer protection laws and regulations by developing and conducting training programs and monitoring compliance with laws and regulations throughout the Bank. Responsible for determining the community's credit and depository needs and for developing products and services to meet those needs. Responsible for establishing a formal audit program and monitoring its execution. Additionally, the incumbent is responsible for overseeing the Bank's Bank Secrecy Act compliance program by coordinating and monitoring the Bank's day to day compliance with BSA.

#### **Essential functions related to Compliance duties:**

- ◆ Develop and coordinate the Bank's policy and procedures to comply with consumer protection laws and regulations
- ◆ Keep abreast of legislative/regulatory developments, report important compliance developments to others as appropriate
- ◆ Research regulatory issues and respond to compliance questions from Bank personnel
- ◆ Develop, implement, and conduct training programs to educate Bank personnel on compliance requirements and procedures
- ◆ Develop internal control and audit procedures to test compliance, and prepare guides and checklists for the audits
- ◆ Assist executive management with the handling of substantive consumer complaints against the Bank
- ◆ Review the Bank's forms, notices, brochures, and advertisements for compliance with laws and regulations
- ◆ Participate in meetings and task forces to bring the compliance perspective to the development of new products and services, and to the modification of existing products and services; participate in appropriate Bank groups and committees
- ◆ Report to executive management and the audit committee on a periodic basis

#### **Essential functions related to CRA:**

- ◆ Serve on the CRA Committee of the Board of Directors; maintain the CRA Public File; track all home mortgages and small business loans for reporting to the Board of Directors and federal regulators; assist in preparing reports for the CRA Committee; assist the CRA Officer in preparing for the Bank's CRA Examination

#### **Essential functions related to Audit Manager duties:**

- ◆ Work with the Chair of the Audit Committee of the Board of Directors to prepare agendas for Audit Committee meetings and distribute the agenda and information to the Members prior to the meeting; ensure that minutes of Audit Committee of the Board of Directors are recorded; establish a formal audit program and monitors its execution; in conjunction with the Internal Controls Officer, assist with the supervision and management of internal and external auditors; as directed by the Audit Committee, send out Request for Proposals for auditing services and negotiate letters of engagements for outside vendors; ensure that a risk assessment of the various areas of the Bank is performed annually

#### **Essential functions related to BSA Officer duties:**

- ◆ Develop procedures and recordkeeping to monitor for money laundering, terrorism and large currency transactions; test for compliance with adopted procedures; coordinate and monitor to ensure appropriate information is gathered, reports are filed, and record keeping is followed; oversee or file Suspicious Activity Reports with regulatory agencies when required; oversee and/or train all Bank employees on BSA requirements

#### **Requirements:**

- ◆ Bachelors' degree in business or banking, or equivalent educational experience
- ◆ Advanced knowledge and understanding of regulations and laws that apply to banks
- ◆ Minimum of 5 years of banking experience in compliance and/or auditing
- ◆ Proven ability to manage staff to maximize knowledge, morale, accuracy, efficiency and tenure, as demonstrated by a minimum of 3 years supervisory experience; proven ability to oversee department operational functions
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to interpret, analyze data and problem solve; ability to organize and prioritize tasks
- ◆ Proven verbal and written communication skills
- ◆ Demonstrated proficiency using a personal computer, as well as common banking and standard office software

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For more information, please call Human Resources at 317-261-3271.