



## **The National Bank of Indianapolis** **Job Posting: Internal Controls Officer**

### **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:  
Internal Controls Officer**

**Purpose of Position:** The incumbent is responsible for providing technical expertise and leadership in support of the Bank's internal controls and fraud prevention efforts. Accountable for ensuring that internal controls are well-documented, appropriate, compliant with applicable standards, and regularly tested. Also responsible for working collaboratively with other strategic participants to improve the Bank's ongoing defenses against fraud and potential fraud losses.

**Essential Functions:**

- ◆ Annually distributes and updates internal control documentation (i.e. CAFs) for all relevant controls; includes (but is not limited to) financial statement reporting, operational controls, and both internal and external fraud
- ◆ Ensures that risk assessments are incorporated within existing and new CAFs
- ◆ Updates CAFs as needed to comply with COSO framework
- ◆ Reconciles key financial controls with external auditors
- ◆ Reconciles key operational/fraud controls with internal auditors
- ◆ Attends internal audit close-out meetings and summarizes deficiencies for management
- ◆ Manages annual high-level risk assessments
- ◆ Oversees use of the Project Management Form; documents all controls for new products and/or services before launch
- ◆ Coordinates with all third-party auditors to ensure audits are completed timely
- ◆ Collaborates with and coaches Bank colleagues on internal controls and fraud prevention measures
- ◆ Responsible for the quarterly Allowance for Loan Losses process and any changes as a result of new accounting pronouncements
- ◆ Updates and calculates the ASC 310 deferred costs for loans
- ◆ Proactively monitors current fraud-related trends and best practices; recommends changes as appropriate
- ◆ Assesses the Bank's protections and vulnerabilities, and reduces conclusions and findings of risk assessments to writing for presentation at the Fraud Risk Discussion Group meetings
- ◆ Serves as an active member of the Bank's Fraud Risk Discussion Group, tracking status of action items and reporting notable results or concerns as appropriate
- ◆ Serves as a member of the Information Security Committee and the Incident Response Team

**Requirements:**

- ◆ Bachelor's degree in accounting; CPA preferred
- ◆ Ideally, possesses at least 3 years of relevant public accounting experience, specializing in internal audit; banking experience preferred
- ◆ Demonstrated working knowledge of banking systems and operations preferred
- ◆ Working knowledge of the COSO framework required
- ◆ Exceptional problem solving skills, with the proven ability to analyze/interpret data, think logically and apply deductive reasoning
- ◆ Demonstrated aptitude for balancing the need for meaningful controls with the needs of clients and client-interfacing staff; ability to propose viable solutions that effectively address both
- ◆ Knowledge of fraud prevention best practices and implementation strategies is a plus
- ◆ Excellent customer service skills
- ◆ Proven interpersonal and communication skills (written and verbal), exhibiting a high degree of professionalism
- ◆ High degree of accuracy and attention to detail
- ◆ High level computer proficiency; strong working knowledge of Microsoft Office products and similar applications

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