

Credit Union: Community First Credit Union of Florida

Title – Vice President of Internal Audit

Location – Jacksonville, Florida (hybrid, on-site)

Please apply via our Careers Page - <https://www.communityfirstfl.org/careers>

Community First is seeking a **Vice President of Internal Audit**.

The Vice President, Internal Audit is the Credit Union's third-line assurance leader, responsible for building and sustaining a risk based internal audit program that provides independent, objective assurance over governance, risk management, and internal controls across the enterprise. The VP of Audit develops the annual audit plan, oversees execution and reporting, partners constructively with Management while maintaining independence, and serves as primary staff liaison to the Audit Committee.

The VP of Audit coordinates intake, documentation, and escalation of whistleblower concerns in line with the Whistleblower Policy, including prompt notification to the Audit Committee Chair and the President/CEO when warranted. The role collaborates with the CIO/CISO and the IT Steering Committee to ensure appropriate coverage of technology, cybersecurity, and vendor risks, and supports annual information security reporting expectations consistent with NCUA.

The Internal Audit function maintains organizational independence and reports functionally to the Audit Committee and administratively to the CEO, in accordance with our Internal Controls policy.

Major Duties and Responsibilities

- Develop and maintain a risk based Internal Audit Plan using enterprise risk assessments, regulatory priorities, and strategic objectives; obtain Audit Committee approval and update as risks evolve. Lead end to end audits (scoping, fieldwork, reporting, and validation) covering operations, lending, finance, digital channels, IT/cybersecurity, third party risk, BSA/AML/OFAC, payments, consumer protection, and model risk. Ensure safety and soundness by reviewing and evaluating the adequacy and effectiveness of internal controls and risk management practices. Establish a Quality Assurance & Improvement Program (QAIP) aligned to the Institute of Internal Auditors (IIA) Standards, including periodic external assessments.

- Ensure robust audit coverage of IT governance, cybersecurity, information security program elements, incident response, and vendor management—coordinating with the IT Steering Committee and Information Security leadership. Assess controls against regulatory expectations reflected in our IT Governance Policy and ensure results inform enterprise risk reporting.
- Build and lead a high performing audit team; set role clarity, coaching cadence, and development plans. Reward and recognize staff for individual and team contributions. Support and effectively communicate to direct reports the Credit Union’s Purpose , Core Values and Strategic Plan. Continuously improve Audit Department's capabilities and effectiveness.
- Serve as Internal Audit lead for NCUA/State examinations and external audits; coordinate information requests and responses, and monitor remediation commitments. This includes working with management to ensure timely follow up and resolution of audit results. Distribute audit reports to members of the Audit Committee on a consistent basis, respond to requests for information, provide periodic training, as necessary and meet with the Audit Committee on a quarterly basis to report on audits and other activities performed by department staff.
- Involves members of management in developing objectives and scope of audits. Communicate issues and exceptions in a constructive manner that contributes to overall audit and organizational objectives. Provide recommendations that enhance controls, increase efficiency, improve processes or ensure compliance. Provide adequate follow-up with Management to ensure timely implementation of corrective actions.
- Produce clear, timely reports with ratings, root causes, and practical remediation guidance; track and validate remediation to closure. Provide quarterly Audit Committee and executive reporting on plan progress, significant findings, emerging risks, and trends; ensure escalation protocols are followed. Maintain independence while partnering with first and second lines to strengthen the control environment and reduce residual risk.
- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

Knowledge and Skills

Experience - 10+ years of progressive Internal Audit or relevant risk/assurance experience in financial services; with 5+ years leading teams. Credit union or financial services experience and familiarity with major core and digital banking platforms.

Education/Certifications/Licenses - Bachelor's degree in Accounting, Finance, Information Systems or related field. Industry certification such as CIA, CPA, CISA, CRCM, CFE (one or more beneficial)

Interpersonal Skills - The ability to motivate or influence internal or external senior level professionals is a critical part of the job, requiring a significant level of influence and trust. Obtaining cooperation and agreement on important outcomes via frequently complex, senior level dialogues, as well as a professional level of written communication skills are essential to the position.

Other Skills - Knowledge of internal audit techniques, policies and procedures, and compliance auditing techniques. Solid analytical and problem-solving abilities. Strong written and oral communication skills. Ability to work well independently. Analytical ability to conduct thorough research, interpret and understand laws and regulations pertaining to financial institutions and to provide workable recommendations and solutions to problems. Broad knowledge of financial institutions operating areas, functions, products and services and the laws and regulations that apply to them. Must be able to analyze data and develop strategies to improve operations and must attend 20 hours per year of continuing education classes on topics relevant to the work being completed and provide evidence of attendance for your personnel file. Classes may be attended in person or they may be web-based.

ADA Requirements

Physical Requirements

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

Mental and/or Emotional Requirements

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Community First Credit Union is an Equal Opportunity Employer. Community First values and celebrates diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected Veteran.