



Compliance/Internal Audit Specialist

Location: Wichita, KS

Role Summary

As a Compliance/Internal Audit Support Specialist at Legacy Bank you will play a crucial role in ensuring the integrity, efficiency, and compliance of our financial institution. You will be responsible for performing the necessary functions to support and maintain the bank's regulatory, legal, and policy compliance. This position will aid in the continuity, compliance, and system integrity of the Compliance program. You will perform various reviews and internal audits pertaining to deposit and lending laws and regulations in accordance with the bank's audit plan. Using industry standards and regulatory guidance you will ensure the Bank's compliance efforts are maintained on a prioritized and scheduled basis. Your contributions will directly support our commitment to transparency, trust, and ethical banking practices.

If you have a keen eye for detail, analytical prowess, and a commitment to excellence that will help us maintain our reputation as a trusted and reliable financial partner, we invite you to apply today!

Apply online at: <https://legacy.bank/careers/> or email you resume and cover letter to hr@legacy.bank.

Responsibilities

- Performs assigned audits. Assists with monitoring of compliance-related procedures and performing audits or reviews to ensure procedures are being followed and forms are being used properly.
- Prepares written internal audit reports outlining strengths and weaknesses regarding compliance with policy, procedures, and applicable laws and regulations. Communicates written results to supervisor, management, and the Audit Committee.
- Collaborates with various departments to ensure implementation of corrective actions and improvements based on audit findings.
- Acts as a resource to personnel for questions regarding compliance or regulatory issues. Assists with training personnel on compliance topics.
- Assists with the review of all company forms, disclosures, publications, advertisements, and the website to ensure compliance with regulations. Reviews system programming/software changes and provides input as to the affect the change has on compliance.
- Works to ensure conformity with federal and state laws and helps gather information for external audits and regulatory examinations under the direction of management.
- Assists in analyzing the impact of any new federal and state laws and regulations, or amendments to existing laws and regulations, on current operations and new products and services. Clearly communicates such impact to the department head.
- Stays up to date with industry trends, best practices, and regulatory changes to ensure our financial institution remains at the forefront of compliance and risk management.
- Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

Qualifications

- Minimum four-year college degree or completion of a specialized course of study at a business or trade school.

- Minimum five-years' banking experience, with at least 3+ years of job specific work experience in Compliance or Audit related role. Must have sufficient knowledge and understanding of both deposit and lending compliance laws and regulations.

Key Attributes

- Strong communication skills, written and verbal.
- Strong analytical, critical thinking, and problem-solving skills.
- Ability to analyze data and document findings in an efficient manner while prioritizing workloads.
- Proficiency in computer skills (Microsoft Office, Word, Excel, and PowerPoint).
- Detail-oriented, analytical mindset with a high degree of integrity and the ability to handle sensitive information with discretion.

Who We Are

Since our founding in Colwich, Kansas nearly 140 years ago, Legacy Bank has established itself as a strong community partner and a preferred place of employment. Now in our fifth generation of leadership, our focus remains on our people and delivering relationships, service, and solutions to our area communities.

All employees are expected to actively promote Legacy Bank to existing and prospective customers to obtain and build the Bank's customer base and thereby enhance Legacy Bank's growth and profitability.

Our Benefits

At Legacy Bank, our employees exemplify sound work ethics, dedication, and a desire to improve lives. We consider our team members our most valuable asset and prioritize their well-being. We recognize their contributions and support them with comprehensive benefits, fostering both their personal happiness and long-term success.

Our Benefits include: health insurance (Legacy pays a portion of the employee's premium), 401(k) with employer matching, accrued vacation and sick leave, paid personal day, health & dependent care flexible spending account, and more.

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.

Equal Opportunities

Legacy Bank is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, sex/gender, national origin, disability, age, or any other category protected by law.