



## POSITION OPENING

**Position:** Internal Audit Associate

**Location:** Fresno, CA

### **Areas of Responsibility:**

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Internal Audit Associate will report directly to the Chief Audit Executive and will engage in internal audits by preparing workpapers, completing test work, and coordinating activities with and responding to requests from external auditors. Responsibilities will include:

#### Internal Audit & Reporting

- Participates in internal audits of low to moderate risk by:
  - Prepare and maintaining workpapers for assigned sections
  - Perform testing and gathering evidence to support conclusions
  - Communicate with auditees to complete audit sections
  - Ensure compliance with internal controls, policies and procedures

#### External Audit Coordination

- Facilitate communication and coordination with external auditors
- Respond to auditor requests and coordinate necessary responses

#### Departmental Processes and Projects

- Assist with departmental processes and projects including:
  - Compiling and reviewing information
  - Preparing standard and ad hoc reports
  - Implementing actions as directed

### **Knowledge, Skills, and Abilities:**

- Working knowledge of Word, Excel, Access, Outlook sufficient to create, update and save a variety of documents
- Working knowledge of U.S. GAAP, COSO-ERM
- General knowledge of internal audit standards, issued by the Institute of Internal Auditors
- General understanding of applicable laws and regulations
- Skill in analyzing information to formulate logical and objective conclusions



- Skill in utilizing a systematic approach to problem solving
- Skill in focusing on and tracking details
- Skill in working in an accurate and efficient manner
- Skill in gathering, compiling and organizing information
- Skill in interacting and working effectively with others
- Skill in working independently
- Oral and written communication skills, sufficient to discuss a variety of job- related topics and to effectively communicate to a variety of audiences

### **Minimum Qualifications:**

- ❖ One year of audit experience working for a regional or national public accounting firm or an equivalent combination of education and experience sufficient to perform the essential functions of the job
- ❖ Bachelor's degree in business administration, accounting, finance or a related field

---

### **ABOUT US**

Established in 1917, Fresno Madera Farm Credit, headquartered in Fresno, provides quality credit and financial services in California's Central Valley. Our mission is to provide access to credit and related services to farmers and ranchers in our region. As an efficient organization, FMFC delivers quality service with people that are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team-driven, performance-focused culture, with a strong focus on customer service, and fulfilling our mission to agriculture.

---

### **Salary: DOE**

*Range \$83,285 - \$100,000 Annual*

**Submit cover letter and resume by email to [HRDept@fmfarmcredit.com](mailto:HRDept@fmfarmcredit.com). Contact Renee Getty at (559) 277-7000 for questions and additional information.**

**Visit [www.fmfarmcredit.com](http://www.fmfarmcredit.com) for more information about the California Consumer Privacy Act.**

