



We're here to help people in communities throughout Northern California build financially healthy lives. We do this by being attentive and partnering with our members to understand what is financially best for them. We thrive on change, and we put people first. If you're looking to use your skills and knowledge to make a difference in the lives of others, we look forward to hearing from you.

<https://www.patelco.org/About/Careers/>

Paid Internal Audit Internship

In this role, you'll have the opportunity to gain resume-building work experience through exposure to real-world problems and issues not normally found in classroom settings. You'll help the Internal Audit team mitigate risks, including financial, fraud, operational, and technology risks. This is a paid, part-time, entry-level position open to qualifying college level students. Hours will range between 15-20 hours per week, between 8:30am and 5pm weekdays.

Responsibilities

- Perform research and analysis for the Internal Audit team, working extensively in Microsoft Excel.
- Perform audit test work and documentation under the supervision of a lead auditor.
- Work on various projects for the Internal Audit department.
- Understand and comply with all applicable federal and state laws and banking regulations (including those related to OFAC and Bank Secrecy Act / Anti-Money Laundering compliance) and Patelco Credit Union's policies and procedures.

Qualifications

- Must be currently attending an accredited four-year university, junior level or above.
- Must be pursuing an undergraduate or graduate degree; Business, Accounting and Finance concentrations preferred.
- Must be able to work Monday – Friday; days and hours flexible around class commitments.
- Must be able to make at least a 3-4 month commitment.

Competencies Required

- Proficiency with the Microsoft Office suite, Excel required and Access preferred.
- Have outstanding verbal and written communication, detail-oriented, well organized, and able to multi-task and prioritize assignments with limited supervision.
- Must be able to illustrate great initiative as a highly motivated team player with a positive and outgoing attitude.

How to Apply

- Apply for the job [online](#) no later than September 17, 2017.
- If you have questions, please reach out to Eileen at equi@patelco.org.