

Grace A. Reid

Career Summary

Results-driven Internal Audit professional with extensive experience in banking and auditing. Areas of expertise include risk assessment of business activities, internal auditing, financial and operational controls and regulatory compliance. Strengths also include management, organization, analytic, and communication skills. Demonstrated ability to deliver excellent client service. Certified Internal Auditor, Certified Financial Services Auditor and Certified Fraud Examiner.

Professional Experience

ADI Consulting, July 2007-Present

Senior Consultant, Risk Management Services

- Conducts internal audit services at community banks.
- Conducts compliance reviews such as the Bank Secrecy Act and USA Patriot Act, HMDA, Privacy, Fair Credit Reporting Act and mortgage lending compliance.
- Update annual Audit Plans.
- Create risk assessments for all appropriate areas of the client's operations.
- Revise and improved audit programs.
- Developed ADI's internal audit manual.
- Conduct Information Security, Online Banking and Business Continuity reviews.
- Develop audit programs for new audit areas and reviews.
- Completed the audit plans for clients meeting the required time frames.
- The early part of this period was as an independent consultant retained by ADI.

UHY Advisors, July 2005-May 2006

Manager

- Advised and provided A-123 expertise on a consulting engagement and created internal control documentation for the grant, trust and payroll areas.
- Reviewed audit work papers using auditing and mortgage expertise for a large engagement.
- Contributed to international development risk assurance proposals.

Riggs National Bank, April 2004-May 2005

Sarbanes-Oxley Section 404 Specialist

- Responsible for assisting the Project Manager in the implementation of the Sarbanes-Oxley Certification. Evaluated the risks and controls using the COSO framework by documenting and assessing via narratives and flowcharting; identified control weaknesses; and reported exceptions in assigned business processes.



- Provided valuable feedback to the SOX Project Manager on the planning and initial pilot process documentation that streamlined the project.
- Trained and educated business units on Sarbanes-Oxley Section 404 requirements.
- Completed process documentation using narrative and Visio flowcharting tool, meeting stringent timeframes for bank operations (e.g. wire and ACH) and branch areas.
- Edited flowcharts/narratives (areas included treasury, accounts payable, purchasing, fixed assets, and lending areas) that were accepted by the process owners.

ADI Consulting, January 2004-March 2004

- Planned and audited a community bank's compliance with the Bank Secrecy Act and the US Patriot Act.

Riggs Bank N.A. (now PNC Bank), Washington, DC, 1992-2003

Vice President & Sr. Audit Manager, 2001-2003

Vice President & Audit Manager 1992-2001

- Responsible for the overall audit plan status management; work-paper quality control; audit reports; issuance and audit issues tracking; personnel evaluations; training management; and undertaking special projects, as appropriate.
- Played a major role in managing the annual audit plan and in revising and improving audit policies and procedures.
- Discovered and investigated a fraud against the Commercial Banking group recovering in excess of seventy five thousand dollars.
- Developed and implemented the Audit Quality Assurance Program.
- Participated as a risk and control consultant on systems implementations.
- Maintained audit progress, findings and rating information in the Access database.
- Assisted and supported the External Auditors and Regulatory Examiners.
- Participated in two bank-wide efficiency projects and recommended ideas to streamline the department by eliminating duplication, improving audit efficiency.

Education

M.A., Economics, Howard University, Washington, D.C

B.A., History, Bennett College, Greensboro, North Carolina

Certifications

Certified Internal Auditor

Certified Financial Services Auditor

Certified Fraud Examiner

IIA's Quality Assessor

Professional Affiliations

Member, Institute of Internal Auditors

Member, Association of Certified Fraud Examiners