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# Example of Accounting & Audit Job Description

Our company is growing rapidly and is looking for an accounting & audit. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting & audit

* Proposing corrective courses of action
* Presenting recommendations and results to leadership, and determining amounts i dentified and captured
* Perform all self-audit per internal timetable / frequency set by FC / DOF (involving the audit of operating areas at weekend / late evening / early morning)
* Production & communication of audit actions plans
* To arrange meetings with Dept Heads as appropriate (minuted)
* Maintain adequate audit documentation to evidence audits
* Preparation of audit plan timetable / ongoing updating and execution of plan
* Perform audit verification checks on AP payment documents submitted for payment
* Perform audit verification checks on all expenses submitted to Finance by other departments
* Perform formal communication / training to other departments to ensure policies are enforced

## Qualifications for accounting & audit

* Participation in cross-service line advisory projects
* At least 10 years of experience in auditing, at least 10 years of experience in risk management, or a combination
* At least 8 years of experience in capital markets, treasury and accounting
* At least 3 years of experience in banking or the financial services industry
* Master’s Degree in Auditing, Master’s Degree in Accounting, Master’s Degree in Finance, Master’s Degree in Economics, or Master of Business Administration
* Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Risk Compliance Manager (CRCM), Certified Investments and Derivatives Auditor (CIDA) or Chartered Financial Analyst (CFA)