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# Example of Analyst, Audit Job Description

Our company is growing rapidly and is looking for an analyst, 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 analyst, audit

* Liaise with Store Operations and Loss Prevention to address operational or integrity concerns
* Bank Reconciliations – including depository account for both CC and Cash utilizing Chesapeake
* Rapidly develop an understanding of business operations and systems under review and create clear supporting documentation
* Utilize computer applications to collect information for audit analysis
* Evaluate the system of internal controls to determine operational, business and financial risks
* Conduct thorough audit testing to validate that controls are operating
* Assist in preparing audit issues and reports for senior management’s review, identifying root causes of complex issues and proposing valuable/effective solutions
* Assist Project Team Lead/Audit Manager in monitoring and supporting the auditee’s monthly progress against open audit points from past audits
* Identify control weaknesses and related business exposures
* Perform assigned audits within budgets by prioritizing audit work and allocating own time to high-risk areas

## Qualifications for analyst, audit

* Regulations– Knowledge of GAAP and business laws and regulations required
* Bachelor’s degree - 2+ years’ experience auditing freight invoices or 5+ years’ experience in an logistics environment
* Superb organizational skills - Strong verbal and written communication skills
* Knowledge of typical freight quote structure and understanding of rates, surcharges
* Ability to interpret and evaluate Logistics related KPIs and statistics, identify trends
* Fluency in French, Spanish, Portuguese or Mandarin would be an advantageExperience with MS Project preferredFluency in French, Spanish, Portuguese or Mandarin would be an advantage