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# Example of Analyst, Internal Audit Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of analyst, internal audit. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, internal audit

* Able to work independently part of a team to meet project deadlines and delivery schedules
* Partner with colleagues, stakeholders and control functions to evaluate and test on the adequacy and effectiveness of management controls with appropriate recommendations for improvement
* Manage time allocations and budgets against audit deliverables and timelines
* Leading IAD’s data analytics function, including working with IAD directors, staff, and customers to migrate monthly reporting functions from Excel / PowerPoint to a more robust analytical server platform
* Lead the continued migration to SharePoint, including design, site administration and data management of multiple SharePoint collaborative and publishing sites
* Perform limited MS Windows Administrative support
* Provide assistance to geographically dispersed users
* Deliver end user training & documentation
* Provide support for the department's audit application
* Review Business Unit process documentation for completeness

## Qualifications for analyst, internal audit

* Ability to manage multiple tasks concurrently in an efficient and effective manner with some level of supervision
* 3-5 years of experience in designing, developing and implementing data analytics solutions (data warehouse, business intelligence, data reporting solutions )
* Demonstrated interpersonal, verbal and writing skills sufficient to prepare and communicate audit reports dealing with facts and concepts for presentation to peers, client management and external auditors
* Demonstrated planning and organizational skills sufficient to take small or medium-sized work packages from concept to completion
* Education course covers a programming language (Visual Basic, C, Java, ACL, SAS SQL)
* Bachelor's degree (B.A.) in Accounting, Finance, or Information Technology