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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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, internal audit

* Assist audit management, execute internal audits including audit planning, detailed audit procedures and related testing and reporting in accordance with professional and departmental standards - including financial
* Document analytical procedures to include in Internal Audit data repository
* Develop and implement best practice solutions
* Plan and execute audits
* Track and manage status against audit timelines and schedules
* Assist with special assignments as determined by senior management
* Routinely inform the management of activities and any problems noted within audit areas
* As part of the finance team, keep up to date on industry and business trends significant to the profession
* Conduct meetings with stakeholders including modelers and model validators
* Acts as the liaison between Internal Audit and IT

## Qualifications for analyst, internal audit

* Certification as a CPA, CISA, and/or CIA is highly preferred
* Candidate must have a minimum of 3+ years of audit experience
* Experience with Big 4 audit firms or in similar internal audit roles in large organizations a plus
* Strong SOX 404 compliance test of control experience
* Communicate effectively with IA management team and all other management levels throughout the audit process to ensure adherence to work plans, schedules, and that audit concerns and proactive resolutions are addressed
* Maintain a current knowledge base of audit industry practices and to ensure best practices are always considered