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# Example of Associate Audit Job Description

Our growing company is searching for experienced candidates for the position of associate audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate audit

* Developing the audit pipeline using risk-based criteria to identify key risks
* Drafting and sending audit confirmation letters prior to performing the on-site, virtual, and NT audits to inform property owners that an audit will be conducted and note which financial records and requested supporting documentation will be required to complete the audit
* Communicating and discussing preliminary audit results with stakeholders including, with property owners and managers, , senior leaders within the Brand Operations, Legal, and Finance teams to identify recommendations and action plans to mitigate significant audit findings and resolve potential audit disputes
* Obtain year-end additional or return premium on voluntary audits
* Obtain accounts exposure basis through financial information and tax records
* Sort and review workloads and assignments before distributed
* Enter into Automated Commercial lines system (ACL) for billing
* Assist in the planning, execution, and completion of audit, examination, or consulting services
* Perform specific audit steps under the supervision of a more experienced auditor
* Create complete, accurate and detailed audit documentation to support work performed

## Qualifications for associate audit

* Master’s Degree and / or CPA candidacy is strongly preferred
* Minimum of 1 year of Financial Audit experience preferred
* 0-3 years of public audit experience required
* Strong interpersonal and written communications skills strongly preferred
* Minimum of three years previous financial services experience preferably in public accounting, internal audit or risk and control functions
* Two years’ experience in public accounting