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# Example of Associate Audit Job Description

Our company is looking to fill the role of associate audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate audit

* Preparation and WINS entry of manual audits
* Work with department lead for any discrepancies
* Ensure that the warehouse and work area is consistently clean and free of debris
* Schedule and conduct daily Hold Compliance audits
* Analyze and evaluate the Firm's Wealth Management brokerage business focusing on the investment products and services, investment advisory, branch operations, sales practices, and client suitability to evaluate the risk and control framework supporting the business
* Execute the annual risk-based audit plan to provide appropriate coverage of retail brokerage activities within departmental methodology, policies and standards
* Involvement in audit planning memos, developing testing plans, issue identification, issue discussions with clients, and report writing
* Display a curios and questioning mindset, display professional skepticism
* Build technical knowledge about Information Technology General Controls (ITGC) and application control testing techniques including understanding of Federal Information System Controls Audit Manual (FISCAM) and other audit methodology Horizon (located in GEL)
* Build knowledge of technologies including O/S, applications, databases, network, General understanding in year one followed by increased specialization in upcoming years

## Qualifications for associate audit

* Ability to bridge the gap between financial accounting processes and events and standard and unique Federal Government business processes (e.g., contracting, Fund Balance with Treasury, logistics)
* Math skills, understanding of financial information and financial statements
* Bachelor's degree in accounting/finance and CPA preferred
* Willingness to travel within assigned regions/entities both domestically and internationally to complete testing
* 2+ years tax and/or audit experience
* Bachelor's degree 150 semester hours of education preferred and must either possess or be actively seeking a CPA or CISA certification