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# Example of Associate, Internal Audit Job Description

Our company is hiring for an associate, internal audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, internal audit

* Manage the follow-up of the action plan implementation for the audit you lead, supervised or were supervised by someone who left the department
* Jointly with the Head of the hub, built relationship with the North America organization to help the follow-up, risk assessment and audit assignment execution
* Supervise a Center of Expertise depending on your background, supervising the audit program up-dates, communication with Corporate functions on recurrent findings and control gaps
* Participate to the hiring process and the hiring strategy definition
* Participate in the development of the team talent development, including organizing relevant trainings by subject matter experts and key stakeholders
* You will also have to communicate to drive changes on key findings observed locally
* You will also be involved on global projects for the department
* The resource will be responsible for the development of the Property Plant and Equipment (PPE) business process narrative for the Department of Veterans Affairs
* The resource will be responsible for understanding how typical transactions in the PPE cycle impact the financial statements, including material GL accounts
* The resource will be responsible for the development of the Canteen Services business process narrative for the Department of Veterans Affairs

## Qualifications for associate, internal audit

* Ability to travel (up to 50% annually if necessary)
* Prior financial institution (bank or credit union) internal audit or examination experience
* Past bank trust department or experience leading trust department reviews
* Certified Trust Examiner (CTE), Certified Internal Auditor (CIA), CPA or MBA is preferred
* Internal audit or bank/credit union regulatory background
* Collaborating with clients, identifying and addressing client needs through building solid relationships with clients