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# Example of Audit Analyst Job Description

Our innovative and growing company is looking to fill the role of audit analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for audit analyst

* Maintain and analyze sensitive information under Information Security Guidelines
* Assist in any audit related processes
* Independently updating and maintaining exception tracking database
* Prepare commercially effective audit conclusions and findings, and present to Internal Audit Senior Management and business clients
* Participate in department-wide initiatives aimed at continually improving Internal Audit’s processes and supporting infrastructure
* Assist Audit Director during planning, development of the scope, identification of site visits
* Lead project teams in the execution of audits and internal control assessment and testing activities
* Conduct project planning activities including developing planning documents, conducting kick off meetings, and arranging and scheduling testing activities and site visits
* Review the team’s testing workpapers, finding documentation, and other work products to ensure technical accuracy, deliverable quality, and overall value to client
* Document and communicate testing findings and results to senior level stakeholders

## Qualifications for audit analyst

* Advanced proficiency in Microsoft Excel including pivot tables, v-lookups, macros (candidate will need to pass an Excel exam to qualify for the role)
* Excellent organization and time-management skills to manage multiple deliverables at once
* 3 - 5 years auditing/internal control experience, including at least 2 years public accounting
* Positive attitude dedicated towards achieving results for the “team
* Minimum of two years proven and progressive business, audit, and/or accounting experience or equivalent
* This position requires at least 4 years college or related work experience