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# Example of Audit Assistant Job Description

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

## Responsibilities for audit assistant

* Keep up to date with business developments (including acquisitions, new systems, new products and services )
* Managing Internal Audit programs relating to IHC and CCAR implementations
* Coordinating across IA SME
* Providing robust challenge in the CCAR process
* Assisting in stakeholder relationships
* To assist in daily processing of capture and refund errors via a web-based process
* Daily processing of Sales Audit settlement errors for both US and International settlement
* Reconciliation of PayPal transaction through ReconNet Tool
* Report on error success rates and reason for failures
* Assisting with Chargeback research

## Qualifications for audit assistant

* Ability to work with high degree of accuracy
* Ability to effectively communicate with upper level management and external customers in both a verbal and written manner
* Credit Union experience is highly desirable
* 3+ years of Financial Service / Banking experience
* Capable of navigating through financial systems, Recon Net Reconciliation system a plus
* Public/private experience a plus