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# Example of Audit Assistant Job Description

Our growing company is looking to fill the role of audit assistant. 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 assistant

* Reconcile daily credit cards on a transactional level and ensure all entries are accounted for and added to the monthly reconciliation posting
* Complete daily process surrounding store’s chargebacks while meeting required deadlines
* Assists and provides support to Sales Audit Supervisor - Finance and team in any major initiatives impacting Sales Audit
* Ensuring projects comply with International Auditing Standards
* Leading teams on the ground, reporting directly to the manager and partner
* Report writing for Audit Committees and management
* Work closely with audit colleagues in the early identification of emerging control issues and report them to Audit management and business stakeholders
* Complete monthly reconciliations through Recon-Net Reconciliation system accurately and timely
* Working with Risk to ensure identified issues are remediated in accordance with the company's requirements
* Ensuring adherence to any internal policies and Regulatory requirements necessary for closure

## Qualifications for audit assistant

* Ability to be detail oriented in fast paced, evolving environment
* Prior retail experience equivalent to 3-4 years a plus
* Be able to continuously update and review due auditing and risk assessment processes
* Qualified member of CIA/CISA/CPA/CISSP
* A minimum of 5 years Internal Audit/IT audit experience from Big 4 and/or commercial industry
* A University degree (Generally 2.1 or better)