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# Example of Audit Compliance Job Description

Our company is looking to fill the role of audit compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for audit compliance

* Follow-up with delinquent assessments
* Compile quarterly results
* Send Results to Divisional Management
* Build Slide for Management Reporting and Audit Committee deck
* Internal Audit Group
* Work-paper Administration
* Backup and store electronic files after 2 years
* Scan all hard copy documentation needed for filing
* Follow up with Lead Auditors for missing documentation
* Manage process flow for audits

## Qualifications for audit compliance

* Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) or Certified Regulatory Compliance Manager (CRCM)
* A solid understanding of Holding Company /Bank regulations
* Ability to meet or exceed client expectations
* Good knowledge on industry standards
* Demonstrated ability to develop and maintain business relationships, the ability to create strategies that support initiatives and translate these into action plans
* Understanding of Operational Excellence and ability to incorporate into job responsibilities