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# Example of Audit Compliance Job Description

Our innovative and growing company is hiring for an audit compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for audit compliance

* Management of all routine audits, all compliance related filings required on a monthly, quarterly and annual basis
* Build strong relationships with shared service and brand business partners, leadership, controllership teams, and process owners
* Assist in the report development of the annual assessment of internal control over financial reporting
* Research technical guidance on specific control issues
* Support internal audit staff during the design assessment and test of operating effectiveness
* Manage and supervise more junior staff, providing active coaching, feedback, guidance, and development points
* Drive adoption of the change, including identification and management of key parties and development of metrics to measure change sustainability
* Assess the progress and effectiveness of the change team strategy and process
* Advise on execution strategy for communications priorities
* Maintain log of all servicing changes

## Qualifications for audit compliance

* 4 years of experience in Information Technology OR at least 2-year general experience within an Information Security or Technology Risk Management discipline
* 6+ years in Quality Assurance with some management experience preferred and three more years in another function in the pharmaceutical, medical device/nutritional or related industry
* Bachelor’s Degree and at least 3 years experience in the audit function (such as audit, quality or compliance) OR a High School Diploma / GED and at least 6 years experience in the audit function (such as audit, quality or compliance)
* At least 3 years experience contributing to an annual audit plan, participating in audits, and reviewing the adequacy of business unit operational performance/compliance monitoring metrics
* At least 3 years experience developing metrics, analyzing data, and converting it into information which can be used to identify potential risk areas, trends, corrective action plans and drive improvement and efficiency
* Experience working across a matrix organization, with more than one level of management interface and competing priorities