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# Example of Audit Consultant Job Description

Our growing company is looking to fill the role of audit consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for audit consultant

* Identify, test and report on the adequacy and effectiveness of internal controls
* Interacting with various levels of Internal Audit and business line management to identify and resolve issues in a timely manner and to maintain effective communications before and after project completion
* Assist with the development and updating of process flows, test procedures and reporting
* Perform regular Sarbanes-Oxley testing with business lines while also working with external auditors as necessary to ensure annual compliance
* Produce accurate, complete and well organized work papers to provide to IA management for review
* Participate in department requirements and initiatives
* Ability to organize and prioritize to perform multiple tasks at once to manage time within established budgets
* Develop working knowledge of the objectives of the various engagements (e.g., statutory and other regulatory requirements, client expectations, types of reports to be rendered) the planned review approach (including the effect of weaknesses in the control environment and other risks for the areas of the review that they personally execute)
* Builds relationships and collaborates with management to understand processes and develop metrics to assess quality and adherence to internal controls
* Meets with key stakeholder’s regularly to discuss number of Quality Assurance (QA) audits, QA monthly results, timely follow up of pending errors, assisting with implementation of process recommendations and other pertinent topics

## Qualifications for audit consultant

* Understanding of Sarbanes-Oxley 404 compliance requirements and/or experience in Sarbanes-Oxley 404 engagements a plus
* Bachelor’s degree, ideally in Accounting or Business with minimum of three to five years’ experience auditing, ideally in a “Big Four” firm
* Experience performing SOX-relevant work experience of both external audit and internal audits preferred
* Must be dedicated, have excellent service-ethic, and ability to work as an effective team member
* 4-year BS or BA degree 7+ years of relevant business experience
* Four-year college degree required - Information Systems, Business Administration, or Business Information Management preferred