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# Example of Audit Coordinator Job Description

Our company is looking for an audit coordinator. 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 coordinator

* Defers to management as needed, any situations requiring attention such as inability to meet deliverables as defined in project plan
* Performs specialized auditing analysis to determine if submitted expenses warrant reimbursement based on defined company policies
* Performs random audit analysis on employee expense reimbursement claims following established corporate policies and department operating procedures
* Performs necessary research and analysis using various tools, including but not limited to Concur, AMEX@Work, and the internet
* Resolves all outstanding audit issues timely and accurately in order to complete the process
* Works directly with the Accounts Payable Manager, to review audit results and develop appropriate internal controls and make policy recommendations, as
* Answer phone calls from the group line and assist store personnel with identifying issues conducting research and supply solutions to the related issue
* Assist in gift card discrepancies and balance inquires
* Research and respond to all emails from store personnel
* Research and respond to chargebacks and sales ticket retrievals

## Qualifications for audit coordinator

* Sensitivity to information security and confidentiality
* Sense of ownership and accountability for assigned tasks
* Overtime, when necessary
* Supporting the Internal Audit Regional COO Americas in scheduling and resource management, designing, generating and following up on staff availability reports and over/under booked resources
* Maintaining an IA intranet site, providing useful and timely resources to the 85+ department members
* Maintaining staff profiles and educational records