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# Example of Audit Intern Job Description

Our company is hiring for an audit intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audit intern

* Perform audit test work and documentation under the supervision of a lead auditor
* Assists with general ledger accounting and reconciliation
* Executes the assigned portions of audit engagements in an objective and professional manner
* Works with the auditor-in-charge to ensure compliance with corporate and industry audit standards
* Under the guidance of the auditor-in-charge, utilizes a limited number of business systems and applications to complete assignments
* Assisting in the preparation and planning of financial and operational audits in accordance with the XIA methodology
* Completes process review documentation for specifically assigned audit areas (e.g., flowcharts
* Perform data analytics on audit engagements using various analytics tools
* Extract data related to risks, profitability, incidents on monitored activities
* Check data consistency and completeness

## Qualifications for audit intern

* Learning the audit process and supporting full time auditors during testing activities
* Prepares Excel and PowerPoint reports and presentations
* Must be willing to commit to 1 year internship due to training
* Has completed at least 6 hours of Accounting and is pursuing a business degree
* Minimum of 3.0 overall GPA is preferred
* Ability to quickly comprehend business processes and understand how technology supports the processes