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# Example of Audit Manager Job Description

Our company is growing rapidly and is looking to fill the role of audit manager. 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 manager

* Effect change by assisting business management to develop appropriate action plans to address identified deficiencies, and ensure corrective actions are implemented in a timely manner to effectively and sustainably address the root cause of the issues
* Hold meetings with key personnel
* Overseeing the efforts of multiple client engagements
* Managing firm risk on audits and proposals
* Managing, training, and assessing performance of staff members
* Manage ongoing communication and reporting process with the client and senior management
* Acts as audit liaison with our third-party audit services firm and works directly with regulators during annual exams
* Completes Audit Risk Assessment and works directly with third-party audit services firm to establish the annual audit plan
* Represents Audit on organizational project teams and provides consulting services to management and staff
* Follows up on audit findings from audits conducted by third-party audit services firm, external auditors, and regulators

## Qualifications for audit manager

* 5+ years of recent work experience within a Public Accounting firm or other industries, such as Middle-Market or Asset Management (including hedge and private equity funds), Real Estate, Employee Benefits, Government or Nonprofit organizations
* 3-5 years of experience in a publicly traded company
* Must have active CPA
* Intermediate knowledge of training best practices and effective facilitation tools and techniques
* Previous Audit experience is an asset
* Demonstrated time management and organizational skills to meet tight deadlines flexibility to adapt to changing priorities that are in alignment with Audit goals