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# Example of Audit Project Manager Job Description

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

## Responsibilities for audit project manager

* Work closely with external auditors and Management to ensure transparency of expectations and to help ensure an efficient audit
* Perform/support operational audits including business processes reviews to ensure the efficiency and effectiveness of internal controls cost savings projects
* Perform/support audits that support various company compliance activities including expense reviews
* Perform various data analytics to support audit results and recommendations
* Maintain tracking for audit recommendation and Management remediation action plans
* Other special projects as assigned by the Director of Internal Audit
* Act as the escalation point for sensitive client issues, which involves working with the Front Office and external auditors to resolve questions, investigate issues and develop a satisfactory response to the client or auditor's concerns
* Closely monitor the automated Audit Confirm workflow and perform regression testing as needed to ensure system functionality is working as expected
* Lead projects to enhance current Client Reporting processes which includes identifying needs, leading project meetings, writing requirements, coordinating testing, implementing changes, and ensuring the correct controls and procedures are in place
* Drive migrations of new functions and teams into Client Reporting from other lines of business with an end goal to enhance the controls and efficiency of processes through Operational subject matter expertise

## Qualifications for audit project manager

* Experience in situations requiring diplomacy
* Eight to ten years of experience in the audit profession required
* Minimum of 6-8 years of experience, with recent project management and/or application development experience using common development methodologies (e.g., Agile, Kanban, Waterfall)
* Professional certification (e.g., PMP, PMI-ACP, CBAP, CISA, ) is a plus
* Minimum five years of relevant experience performing various audits including SOX 404 and operational or compliance audit related reviews
* Strong data analysis and data mining skills with knowledge of fraud detection and prevention programs and techniques