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# Example of Audit Project Manager Job Description

Our company is looking to fill the role of audit project 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 project manager

* Anticipate challenges and implement solutions in order to manage the expectations of internal and external business partners for a positive client experience
* Leads and manages the SOX tool replacement project, working with technology resources and SOX program leaders
* Develops and oversees project communications to project team, project sponsors, Steering Committee, and SOX community including mirror certifiers
* Influences SOX community to support and implement any SOX process changes needed to implement the new tool
* Manages and oversees the delivery of training on the new SOX tool to all users
* Serves as a subject matter expert on SOX control design, operational effectiveness and assessment activities
* Oversight and management of the technology support teams to ensure ongoing availability of the current SOX tool during the transition to the new solution
* Utilize the project management process to plan, track, manage, and close projects
* Manages audit projects including managing their individual time
* Provides assessment of staff, senior and lead auditors

## Qualifications for audit project manager

* Advanced skills in using Excel including pivot tables, look-ups, and other analytic functions
* Experience in a manufacturing environment and operational audits
* Ability to work independently with low to moderate direct supervision
* Must be organized, strong attention to details, and be commitment to established deadlines
* Able to travel to international locations approximately up to 10% annually (up to 2 weeks per trip)
* CPA and/or CIA certified or working towards obtaining the certification