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# Example of Audit Readiness Job Description

Our growing company is looking for an audit readiness. 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 readiness

* The candidate is required to communicate with external auditors and internal teams to resolve issues quickly
* The candidate is also required to facilitate meetings with the Government client, external auditors, and other stakeholders
* Track audit request and samples to provide to the external auditor
* Prepare support documentation for audit package
* Liaise with USG Employees for all required actions requiring service providers input
* Ressponsible for the fulfillment of audit requests and related documentation and sample test items
* Represent USUHS at functional meetings as requested
* Document response to issues and recommends solutions to resolve issues
* Maintain files for functional area(s)
* Prepare daily/weekly status requests

## Qualifications for audit readiness

* Bachelor’s Degree in Accounting/Finance or relevant business or technical field
* Strong analytical skills with the ability to assemble, organize, analyze, and distribute significant amounts of information with attention to detail and accuracy
* Familiarity of audit cycles
* Ability to multi-task and deliver client requests with short turnaround times
* CPA, CGFM or other relavant certification preferred
* Accounting/Finance Degree Audit