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# Example of Audit Readiness Job Description

Our growing company is hiring for an audit readiness. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for audit readiness

* Handles confidential information with the utmost discretion
* Maintains organization charts, document repository, and email distribution list
* Prepares, runs and / or formats reports, from basic system queries
* Maintain/Track organizational administrative actions and assure organization is reminded of upcoming milestones and dates
* Work Environment Multi-functional team environment where team members are expected to work collaboratively by offering assistance when possible and needed
* 4+ years of Project Manager/Coordinator and/or Executive Admin experience with organizations of 30+ people

## Qualifications for audit readiness

* Makes sure that management action plans, tasks, and activities are reviewed with individual task owners within two weeks of delivery
* Documents and socializes risk acceptance requests, management action plans, and findings / issues
* Tracks budget plan and spend projection of the department
* Processes department invoices and check requests through Accounts Payable
* Supports special projects and reporting as requested
* Effectively prepares and edit presentation materials, using templates, layouts and formatting to create reusable content