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# Example of Audit Staff Job Description

Our company is looking to fill the role of audit staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audit staff

* Monitor the implementation of simple to moderately complex systems and/or technology changes
* Create a detailed Audit Program that will adequately test the control environment for specific areas
* Audit the activities of various workgroups for compliance with key controls identified under Sarbanes-Oxley, compliance with plans, policies, and procedures prescribed by management
* Assist to assess risk, utilizing knowledge of operations and data analysis, to identify areas to be considered in the scope of internal audits or projects that could increase effectiveness and efficiency of operations or reliability of financial reporting
* Prepare audit workpapers to ensure compliance with internal audit policies
* Ensure audits are efficiently performed
* Draft the internal audit report based on results of the audit, and work with auditee management to develop actionable responses to the audit observations
* Perform follow up of prior audit results to monitor and assess management’s implementation of action plans
* Track and report on the status of audit projects
* Review and process analysis of litigation process workflows

## Qualifications for audit staff

* Previous experience using LMS (AS/400)- Preferred
* Highly proficient in MS Office, especially Word and Excel
* Must be comfortable working in a team environment with changing priorities and deadlines
* Ability to travel locally and up to a maximum of 20% overnight travel
* Bachelor’s degree in accounting with one to two years’ current experience in a CPA firm audit group
* Experience or education in business system ERPs , SAP, Oracle