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# Example of Audit Supervisor Job Description

Our company is growing rapidly and is looking for an audit supervisor. 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 supervisor

* Ensures compliance with Missouri Gaming system of Internal Controls, ensure departmental procedures are followed and any discrepancies are documented
* Coordinates any necessary procedures to other departments for accurate and timely reporting of data
* Assists on Special Projects as necessary
* Responsible for actively building and retaining customer relations and acts as a mentor to team members in order to provide superior customer service
* Hire, train, motivate, evaluate and supervises staff to ensure that employees receive adequate guidance and resources to accomplish established objectives
* Assists in establishing and monitoring department objectives, standards, guidelines, and budget to assist in achieving proper management of the department
* Ensures timely, accurate and complete processing of daily tax returns (RG-1), monthly financial statements, Flash and Daily Operating Report
* Verifies successful completion of daily audits and communicates irregularities to management
* Participates in the design, development, and implementation of systems used to complete audits on a daily basis
* Directs daily, monthly, quarterly, and yearly reporting to ensure compliance with regulatory requirements, and develops, monitor controls and procedures to ensure such compliance

## Qualifications for audit supervisor

* Experience with auditing SAP ERP
* Is a subject matter expert in at least one area of discipline
* Works independently but receives assistance/coaching from the audit manager
* Provides feedback on staff performance on an audit project basis
* Assists in providing feedback on completion of staff evaluations
* Remainder in internal audit for large multi-national firm