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# Example of Audit Supervisor Job Description

Our company is looking for an audit supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for audit supervisor

* Assists with providing documentation of audits and prepares various detailed accounting reports for departmental review and/or incorporates audit information into more complex reports according to established policies and procedures
* Responsible for the preparation of the General Ledger journal entries, monthly game revenue tax, casino accounting reports and special assignments as assigned
* Develop customer relationships and organizational agility
* Lead a coordinated engagement risk assessment process of in-scope countries and business processes
* Developing budgets and pricing
* Training / mentoring staff to ensure quality work and efficient delivery
* Evaluating and preparing performance reviews for audit staffs and providing appropriate feedback
* Conducting and participating in financial audits, compliance audits, and financial reporting
* Contributing to a strong client relationship through positive interactions with client personnel
* Discussing with management about audit observations, recommendations and actions to be take

## Qualifications for audit supervisor

* Able to excel in a team environment, lead and develop team members
* A minimum of at least 2 years audit experience is required
* Minimum of forty hours of continuing professional education is required each year to develop technical and supervisory skills to provide and supervise services to clients
* Participates in career development program to improve managerial, communication, and interpersonal skills
* Provide support to the audit division on audit methodology for data risks including data management
* Contributes to the planning of audits