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# Example of Audit Support Job Description

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

## Responsibilities for audit support

* Facilitate meetings with contractor, Agency and third-party auditor staff to support IT-related audit engagements
* Track artifact and meeting requests and providing status reports on outstanding items to Agency staff
* Coordinate with contractor and Agency staff to provide requested artifacts for IT-related audit engagements in a timely manner
* Review artifacts provided by contractor staff to ensure requested information have been properly provided and prevent release of sensitive information
* Review audit reports and coordinate audit remediation efforts with contractor and Agency staff in order to remediate findings within specified deadlines
* Review policies and procedures for compliance with applicable standards
* Participating in the day to day activities/workload of the PSR Support team
* Managing calls and other communications to the PSR Support team either for resolution or referral to colleagues
* Providing ad-hoc support to audit engagement teams and the wider Risk Community as may be required and facilitating information and work flows between departments, working collaboratively
* Rating of WCP, GL & XWC Policies

## Qualifications for audit support

* Intermediate proficiency Microsoft Office, general database, application and operations
* Advanced knowledge of the Wireless Dashboard
* Bachelor’s Degree preferred or 5 to 10 years of related experience with technology support, compliance, and project management
* Analytical skills and time management skills
* Exhibits strong organization skills
* Strong computer skills – Microsoft Office (Word, Excel, Outlook)