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# Example of Audit Support Job Description

Our growing company is looking for an audit support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for audit support

* Ensure reports are received, reviewed and audited daily
* Generates and Analyzes Reports
* Serves as the clinical Subject Matter Expert (SME) for all Part D audits by CMS (Centers for Medicare & Medicaid Services)
* Serves as the Subject Matter Expert for regulatory requirements that relate to assigned clients and scope of potential audits
* Trains understudies in each department to be prepared to fill in as needed
* Works with the Prior Authorization Team, Appeals Support Pharmacist, the QA Department, Government Programs, and clients to design and implement Quality Improvement projects as related to audit findings, potential audit findings and process improvements
* Researches, analyzes, and recommends quality assurance and QA training programs
* Serves as the client facing pharmacist for all audit issues and client oversight, collaborating with other members of the audit support team
* Assists Appeals Team, Prior Authorization Team, and Drug Information Team, as needed
* Develops clinically based policies and procedures

## Qualifications for audit support

* CISSP, CISA, or CAP Certification a plus
* 8+ years of experience in an IT audit environment
* A high level of IT user ability, including database entry and use
* Working with initiative within agreed processes, managing workload effectively, meeting deadlines
* Excellent communication and interpersonal skills to work across our business
* Minimum Bachelors’ Degree in Accounting, Finance, Business Administration, and/or related field, strongly preferred