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# Example of Audit Job Description

Our growing company is looking to fill the role of audit. 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

* Evaluate the adequacy and effectiveness of controls
* Assess the impact of financial, compliance, operational, strategic, customer and other significant risks
* Contribute to the evaluation of management controls established to mitigate identified risks by performing comprehensive control testing
* Develop audit programs and testing procedures
* Supervise and perform analysis of raw data and make sample selections
* Review and design audits related to new system development and implementation
* Prepare and ensure all documentation supporting reviews and audits is sufficient, clear, and concise
* Monitor team activities throughout the audit process including planning, workpaper development, fieldwork, and audit wrap
* Present observations and recommendations to all levels of management
* Prepare draft and final reports for all reviews and audits

## Qualifications for audit

* Relevant Internal or External Audit Experience in the IT environment
* At least 1-2 experience in public accounting
* Audit experience, at various levels
* Part qualified or qualified accountants
* Experience auditing large companies
* Assist with conducting the SOX internal controls testing in the various business cycles in the company including fixed assets, treasury, expenditures, payroll