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# Example of Auditor Job Description

Our company is searching for experienced candidates for the position of auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for auditor

* Participate in annual risk assessment activities
* Attend audit entrance and exit conferences and participate as appropriate for work assigned
* Assist in documenting processes and sub-processes in the form of walkthroughs, narratives, and flow charts for audit areas in scope
* Interact with clients to help validate the information/communication flow to the audit team is efficient and effective
* Use available technical resources and tools
* Sound knowledge and experience in performing excellent risk-focused fieldwork that complies with the firm's policies and methodologies to identify key challenges and exposures
* Depending on the position's objectives, the candidate may be specialised on certain aspect of financial services
* Assemble work-papers and present audit findings to management for review
* Contribute to the completion of the overall audit process, including the execution of the annual audit plan
* Assess inherent risks associated with key processes and the controls designed to mitigate those risks

## Qualifications for auditor

* Confident presentation and facilitation skills and strong interpersonal and leadership skills to facilitate working with auditees and senior management at all levels
* Internal/external audit experience or other audit experience is preferred
* Ability to travel 10 to 12 weeks during the year
* The successful candidate will have 3 years audit experience, or preferably 3-6 years experience in relevant specialty roles
* 1-2 years of experience in audit, SOX testing, or compliance-related field
* Professional certification (CPA, CIA, CFE, ) or advanced degree required