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# Example of Intern Internal Audit Job Description

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

## Responsibilities for intern internal audit

* Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting auditee processes and procedures
* Communicate timely and appropriately with the Internal Audit team and business management
* Assist in operational internal audit engagements successfully from beginning to end with supervision
* Assist with the development of audit programs and testing procedures relevant to risk and test objectives
* Analyzes audit data and documents audit conclusions and findings
* Assists in the preparation of work papers, which are subject to review by audit management
* Prepare and present recommendations for improved controls and enhanced business efficiency to management
* Perform controls testing over various areas of the business in support of the Company’s annual Sarbanes Oxley 404 attestation
* Participate in the coordination and execution of walkthroughs with relevant process owners
* Prepare work papers to summarize audit test results and communicate deficiencies and recommendations to the process owners

## Qualifications for intern internal audit

* Must possess basic PC skills and be able to use spreadsheet, graphics database and word processing software
* May work with outside auditors to help reconcile discrepancies or support the external auditing function
* Ability to plan and perform compliance, financial, and operational audits
* Within the last year of graduating with a BS Degree
* Analytical, project management, planning, organization, documentation, and problem solving abilities
* Candidate must be available to work full time during the summer, 10-12 weeks in duration