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# Example of Internal Audit Analyst Job Description

Our growing company is searching for experienced candidates for the position of internal audit analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for internal audit analyst

* May assist with general administrative duties, including general correspondence, arrangement of meeting facilities
* Processes and coordinates department accounts
* Advises and contributes in decisions regarding development and execution of department projects and programs
* Designs and develops reporting to keep projects on target, identify issues resolution and update management on projects
* Manages vendor relationships for production of program and project materials
* Serves as contact for department clients
* Executing and completing audit fieldwork according to the established schedule and deadlines
* Recommend internal control improvements that may include operational enhancements or efficiencies, and the preparation of audit reports documenting controls
* Responsible for generating value added recommendations to enhance the Company’s overall internal control operations
* Contributing significantly to strategic planning and process innovations

## Qualifications for internal audit analyst

* Proficiency with SOX 404 (including IT General Controls)
* Experience with data analysis tools is a plus
* Ambitious and highly motivated professional with excellent interpersonal skills and self-confidence
* Hands-on team player with ability to effectively interact and communicate with all levels of personnel within the organization
* Quick learner, strong analytical and reasoning skills with great attention to details
* Multi-tasker who can meet tight deadlines and solve problems in time sensitive environment