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# Example of Internal Audit Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of internal audit manager. 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 internal audit manager

* Own the planning and execution of operational audits in distribution centers, stores, and home office
* Manage and conduct various compliance, financial, regulatory, cost recovery, and IT audits in accordance with the departmental audit plan
* Assist with international/global-related audit efforts
* Develop and perform audit plans and programs, fieldwork and reports for assigned audit engagements
* Manage the scheduling and utilization of external resources and Subject Matter Specialists
* Manage the scheduling of projects and resources to achieve high productivity and appropriate coverage for each audit assignment
* Identify and communicate internal control opportunities, efficiency recommendations, profit improvement ideas, and value-added recommendations
* Manage the follow-up activities for issues identified during each audit engagement
* Assist in formulating the annual audit plan and reports for the Audit Committee, periodically present results to the Committee
* Create and maintain good communication lines and partnerships with other areas of the Company

## Qualifications for internal audit manager

* Bachelor’s degree in Accounting, Finance, Computer Science or Information Systems
* CPA, CIA, or CISA professional certification is highly preferred
* Seven or more years of progressive experience in finance/accounting and proven experience in internal audit
* Working knowledge of computer assisted audit techniques and automated audit software.​
* Willingness and ability to travel both domestically and internationally, estimated at 25% annually
* Multi-location experience (at least 10 locations) in mid to large sized manufacturing company