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# Example of Internal Audit Manager Job Description

Our company is looking to fill the role of internal audit manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internal audit manager

* Supporting and coaching more junior members of the team
* Design audit programs to test existing controls for accounting, finance and operations
* Perform the tests outlined in the audit program and document the findings
* Direct involvement and interaction with all members of the organization
* Summarizing the findings in a written report format to be provided to executive management, external audit and others
* Follow up to verify that weaknesses identified during the audits were mitigated
* Document new procedures to improve efficiency and internal controls
* Assist in the creation of a policy and procedure manual to be utilized by the on-site property managers
* Assist in the decision making process for identifying and implementation of new software acquired to make accounting and operations more efficient
* Assist with various fraud audits and designing controls to mitigate fraud from occurring again in the future

## Qualifications for internal audit manager

* Strong understanding of accounting and operational controls, company operations, and the IIA standards
* General knowledge of retail and digital commerce
* 15-25% travel is required, including international travel (travel may increase as company global expansion increases)
* High degree of proficiency with standard Microsoft Office products
* Strong analytical, budgeting, project management (from conception to completion) & planning skills
* Must have a bachelors in Accounting or Finance