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# Example of Internal Audit Senior Job Description

Our innovative and growing company is searching for experienced candidates for the position of internal audit senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for internal audit senior

* Monitor and actively follow-up on the implementation of recommendations made by internal audit to ensure improvements are made to controls, processes, and systems
* Assist in the development of a rotational audit plan for all auditable units
* Identify the risks, controls, and critical processes related to the auditable unit
* Review, update, and enforce Internal Audit standards, responsibilities, and programs on a regular basis
* Provide leadership and guidance to the team
* Evaluate the validity of automated financial systems and controls, and develop techniques for auditing processes
* Coordinate with the independent auditors on various audit issues, external audit activities
* Collaborate with senior accounting leadership and your IT Audit peers to lead, plan, organize and execute the annual SOX compliance program
* Ensure team delivers SOX walkthroughs and testing documentation on time and with high quality
* Execute walkthrough and testing of high risk financial processes requiring your expertise

## Qualifications for internal audit senior

* Strong analytical skills and attention to accuracy
* Strong Microsoft Office skills, including Powerpoint, Excel, Word, Outlook and Sharepoint
* Demonstrate good judgment in solving complex problems identifying problems in advance
* Willing and able to perform hands-on audit work while guiding and directing the work of others
* Able to drive to results with limited supervision in an often unstructured working environment
* Able to work effectively with all levels of staff including up to executive management