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# Example of Internal Auditor, Senior Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of internal auditor, senior. 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 auditor, senior

* Maintaining the internal audit library of audit documentation
* Supervising internal audit staff personnel
* Developing and maintaining productive working relationships with all levels of management
* Supervise Internal Audit personnel as required
* Survey the function or activities to be audited and prepare detailed process flows and audit programs for use in performing the audit, including both tests of controls and substantive testing
* Provide consolidated written documentation of all audit issues to local management during the closing meeting on the last day of fieldwork
* Direct reporting to the Internal Audit Manager and leading a team
* Perform audit procedures of financial controls and compliance controls related to Sarbanes-Oxley, the FCPA, payments related to Healthcare Professionals (HCPs) and the selection/monitoring of distributors
* Create clear and accurate documentation of financial, business and compliance processes and controls test results and conclusions
* Effectively plan engagements and projects to meet audit objectives

## Qualifications for internal auditor, senior

* Proficiency in MS Word or Excel
* Certification as a CPA, CIA or CISA
* 2 - 5 years of experience in auditing, business analysis,accounting or program evaluation
* A bachelor degree in accounting
* A minimum of one professional certification (CPA or CIA)
* Ability to make good judgments based upon observations and supporting information