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# Example of Internal Auditor Job Description

Our growing company is looking to fill the role of internal auditor. 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 auditor

* Executing comprehensive audits as the Team Leader and reporting findings to Executive Management
* Assist external auditors to provide cost savings for performance of the annual financial statement audit review
* Ensure that financial statements comply with corporate policy
* Recommend potential areas for future audit efforts and assists the Manager of Internal Audit
* Attend the audit exit meeting for report draft discussion of findings with management
* Examine the systems and processes established by the organization to ensure compliance with policies, procedures, laws, and regulations that could have a significant impact on operations and reports and whether the organization is in compliance
* Assist with drafting detailed reports on audit findings
* Execute comprehensive audits as team leader and report findings to Executive Management
* Travel will be extensive and fluctuate between 50 and 90% depending on work requirements
* Provide assistance in

## Qualifications for internal auditor

* At least 1-3 years of experience in auditing, finance, accounting, or operational risk
* Supporting Audit Teams executing risk based audit projects
* Knowledge of corporate policies and procedures that relate to auditing / accounting standards
* 2-5 years of audit experience out of financial services, public, private or combination
* Understand internal auditing theory and techniques, including types of controls and testing procedures related workpaper standards
* On-going communication with business line management to discuss the status of business changes perform follow-up on previously identified audit issues