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# Example of Internal Controls Auditor Job Description

Our innovative and growing company is looking for an internal controls auditor. 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 controls auditor

* Responsible for verifying that all control systems are backed up and that rig personnel are able to recover a system from a backup
* Facilitate a strong sense of teamwork
* Plan, organize and test IT controls for back-office applications and ERP
* To produce regular reports of progress and test results to the Manager, Internal Controls and VP of Internal Controls
* Perform IT General Control audits and drive related process improvements in IT asset management, patch management (servers, databases and applications/middleware), incident management, SDLC, and ensure that access and security controls are maintained to the appropriate standard
* Assist Management with segregation of duties issues including monitoring and reporting
* Assist and guide Management with remediation of open risks, gaps and audit issues
* Act as a liaison for external and internal audit for IT General Controls testing
* Additionally, assist in the development and roll out of global policies and procedures
* Conducts SOX driven compliance assignments, which includes interviewing, documenting, quality assurance reviews for design effectiveness, process mapping and gap analysis

## Qualifications for internal controls auditor

* Good communication and interpersonal skills necessary with ability and experience in interviewing and collaborating with management and supervisors
* Ability to prepare and facilitate presentations related to audit and assurance activities internal control education
* Experience with data analysis utilizing MS Excel or audit software preferred
* Exposure to ERP application level security (Hyperion Financials, SAP Basis)
* Strong financial management and analytical skills
* Minimum 2-5 years of experience in finance, with preference in internal audit or big 4 risk assurance