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# Example of Internal Controls Auditor Job Description

Our growing company is looking to fill the role of 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

* As part of the team, conduct audits of internal controls (SOX audits)
* Take part in operational audits of EPAM internal processes
* Identify, develop and apply auditing methods and procedures
* Identify deficiencies and opportunities for improvement and work out recommendations
* Draw conclusions on the results of the audit and be able to communicate these with the process owner and external auditor
* Build effective communication with the rest of the audit team and management of other functions
* Be efficient in self-management and task prioritization
* Be flexible in working hours and ready to meet deadlines
* Review, analyze, and evaluate control descriptions, process narratives and testing strategies for reasonableness and accuracy
* Perform proper planning to execute the assigned testing by established deadlines with minimal supervision

## Qualifications for internal controls auditor

* Track and report on the status of key control exercises such as design self-assessments, monitoring controls (balance sheet reviews), SOX control validations, Internal Audit results
* Bachelor’s degree in Accounting, Finance or equivalent experience required
* Minimum five years professional audit experience, preferably with Big 4 or Regional public accounting firm or with the internal audit department of an automotive or other large manufacturing company
* Years experience highly preferred with Sarbanes-Oxley compliance assignments including evaluation and testing of internal financial controls and business processes
* Knowledge of COSO and COBIT is a plus
* SAP, Hyperion, HFM, , Teammate system experience are pluses