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# Example of Manager, Audit Job Description

Our innovative and growing company is looking to fill the role of manager, audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, audit

* Conducts employee account reviews
* Participate or Oversee the completion of the overall audit process, including execution of the audit plans, development of appropriate audit programs, on-going client communications, and audit report writing
* Present objective and independent audit opinion on the adequacy of internal controls
* Assist in managing stakeholders through development of audit findings identification and development of papers on key themes, issues and emerging risks
* Lead/Contribute to the completion of the overall audit process, including the execution of the annual audit plan
* Manage certain administrative functions such as development and maintenance of the Audit website
* Oversees the effective and timely completion of assigned portions of the audit plan
* Prepare reports and make presentations to various management levels concerning the site/regional internal audit program
* Work closely with management to promptly resolve problems that may arise and build trust
* Perform administrative tasks related to audit staff and interns, including onboarding and time tracking

## Qualifications for manager, audit

* Ability to manage key projects for C-suite executives
* Industry Specific experience with local and state governments is required
* Trading experience in capital markets products would be considered an asset
* Strong understanding of capital markets products (Equity, Fixed Income, Derivatives, Options, Money Market, Foreign Exchange) would be considered an asset
* 5-7+ years of progressive audit experience
* Comprehensive knowledge of end to end audit process, security, controls programs, business processes, tools and policies and a broad background in helping others to interpret audit requirements