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# Example of Operational Auditor Job Description

Our innovative and growing company is hiring for an operational 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 operational auditor

* Previous experience preparing clear and concise audit reports
* Executing audit fieldwork in line with the agreed audit approach documenting activity flows, identifying key risks, testing of key controls to determine whether they are properly designed and are operating effectively and documenting work in accordance with divisional standards
* Travel to company locations to perform operational audits of key processes and controls
* Obtain and analyze data to meet audit program needs
* Work with store operations, distribution center, and back office support to assess operational effectiveness of internal controls
* Accurately complete internal audit programs
* Partner with operation personnel to submit management action plans that effectively meet identified internal control opportunities
* Follow up on any concerns and submit draft audit results with management response to audit management for review and distribution
* Escalate significant issues/findings timely to insure company's assets are protected
* Support other departmental initiatives as needed or assigned

## Qualifications for operational auditor

* Ability to recognize and act on deviations from sound internal control practices
* Ability to identify and address risks within more complex systems
* Inter-personal skills to establish credibility and build working relationships with customers
* Capable of working in an unsupervised capacity
* Demonstrates ethical and moral conduct, and unquestionable integrity and objectivity
* Minimum of 4 years of relevant business experience, preferably public accounting with a Big 4 firm