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# Example of Operational Auditor Job Description

Our company is growing rapidly and is looking for an operational auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operational auditor

* Book travel and plant audit trips in advance of field visits
* Presents and discusses audit findings draft of recommendations with Bank Management
* Lead and/or support audit teams from one to four members on audit projects and follow-up activities
* Identify and assess project risks and controls
* Develop audit programs and project plans
* Perform and review audit work
* Report agreed-upon results to management and other stakeholders
* Manage project deadlines and budgets
* Manage relationships with assigned staff and stakeholders
* Perform project performance evaluations for assigned staff

## Qualifications for operational auditor

* Ability to communicates effectively (oral and written) with different levels of management
* Strong understanding of operational and financial internal controls and internal audit methodology
* Excellent analytical, communications, interpersonal, and audit investigative skills
* Strong organizational skills, the ability to multi-task and manage project deliverables
* Bachelor’s degree in an appropriate field from an accredited college/university required
* Familiarity with Enterprise Resource Planning packages, Customer Relationship Management packages, Data Analytics tools (ACL, Spotfire and Tableau) a plus