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# Example of Senior Auditor, Internal Job Description

Our company is searching for experienced candidates for the position of senior auditor, internal. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior auditor, internal

* Oversee risk assessments, trusts and Accounts Payable function
* Participate in engagements concerning investments, bonds, and commodities
* Work closely with external auditors to coordinate fieldwork and controls testing and ensure maximum reliance can be placed on the work performed by Internal Audit
* Execute assigned sections of internal audits (typically revenue generating areas)
* Identify financial statement errors and internal control improvement opportunities and develop meaningful recommendations for improvement
* Review test work performed by business process owners
* Assist external auditors with interim/year end audits
* Perform internal audit reviews, including the development of detailed audit plans, programs and/or documentation
* Develop and demonstrate an understanding of the business, its processes and operations
* Scope, plan, and conduct risk-based financial, operational, and compliance internal audit reviews, including writing of work programs, performing detailed audit planning, executing testing procedures, and documenting results

## Qualifications for senior auditor, internal

* Assist in SOX 404 compliance program by performing process documentation maintenance and test of controls
* Ability to travel to offsite audit locations (domestic and international)
* Document audit work performed in accordance with the Department’ standards
* Develop audit findings that include practical recommendations for improvements to policies, procedures and processes
* Prepare audit reports and presentations, communicate issues and proposed solutions to management, and agree on management action plans
* Follow up with management on audit findings and action plans to ensure timely implementation and completion