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# Example of Senior Auditor, Internal Job Description

Our innovative and growing company is hiring for a senior auditor, internal. 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 senior auditor, internal

* Be Responsible for assigned areas of the company to conduct risk assessments
* Direct, advise and instruct staff assistants and review their work for neatness, accuracy, completeness, and adherence to program and audit techniques employed
* Appraise evidentiary data as a basis for an informed, objective opinion of the adequacy and effectiveness of the system of internal controls and efficiency of performance of the activities being reviewed
* Draft written audit report to management stating findings and recommendations in regard to systems, procedures, internal controls and other appropriate matters
* Assess operating effectiveness of internal controls as part of Sarbanes-Oxley compliance
* Promote high levels of ethical awareness and conduct across the company
* Develop and document an understanding of multiple company accounting systems
* Present findings in a concise, logical manner
* Ad-hoc reviews / projects
* Performing audits of assigned functions including financial, operational and information technology audits

## Qualifications for senior auditor, internal

* Experience using CAATs such as ACL preferred
* Auditing and the Code of Ethics developed by The Institute of Internal Auditors
* 4+ years of experience from public or industry audit
* Developing the planning memo and audit program for each audit project and completing fieldwork and work paper documentation
* Making oral presentations of audit findings to management and periodically to senior management
* Assist internal audit management with the preparation of reports to be distributed to the Audit Committee of the Board of Directors