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# Example of SOX Auditor Job Description

Our innovative and growing company is hiring for a SOX auditor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for SOX auditor

* Participates in the development and execution of test plans, and assists those that perform tests as needed
* Performs testing of internal controls in accordance with annual SOX audit plan
* Assists in documenting the company’s process flows, policies, and controls
* Provides input in scoping and planning the timing of the company’s SOX activities
* Coordinates SOX testing with other departments, locations, divisions, and external auditors, including senior management
* Prepares and submits reports on the results of SOX audit, recommending improvements in policies, procedures, and operations
* Communicates status of audit results to management
* Assisting in the identification of the controls
* Execute comprehensive audits as team leader
* Report findings to executive management

## Qualifications for SOX auditor

* Audit GAAP basis financial statements of mutual funds, closed-end funds, exchange-traded funds, real estate management funds and investment management companies
* Utilize managerial, analytical, research and technical skills in order to perform an effective and efficient audit
* Complete audit deliverables within budget and time frame by effectively managing allocated associates and project resources
* Five (5) or more years of experience with SOX 404 compliance and internal controls evaluation that followed a controls framework, COSO, COBIT, ITIL,including all phases of IT audit planning, evaluation, documentation, testing and remediation
* Solid understanding of risks and controls audit concepts
* Ability to execute multiple assignments by required deadlines