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# Example of SOX Auditor Job Description

Our company is looking to fill the role of 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

* Creates test plans based on information obtained within the BU Narratives and Control Analysis
* Completes control testing by collecting, analyzing, interpreting and verifying information
* Develop knowledge in a critical subject matter area and/or knowledge of key business processes
* Perform special projects with due diligence
* Performing and reviewing Sarbanes-Oxley compliance work companywide
* Assist leading and running internal or co-sourced audit teams in the execution of SOX testing
* Documenting results and completing SOX work in accordance to standards
* Process improvements to streamline testing procedures
* Making recommendations to improve internal controls and remediate SOX deficiencies
* Liaising with key operational and financial partners

## Qualifications for SOX auditor

* Experience working in corporate internal audit department, public accounting or consulting firm
* Demonstrated problem solving abilities with customer service orientation
* Independent self-starter and flexible team player
* Ability to work in fast paced environment with changing processes and procedures
* Intermediate level proficiency in Microsoft software including Word, Excel and PowerPoint
* Comprehension of internal auditing standards, Sarbanes-Oxley, COSO and risk-assessment practices