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# Example of Staff Auditor Job Description

Our innovative and growing company is searching for experienced candidates for the position of staff 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 staff auditor

* Reviews and interprets current procedures for compliance with applicable laws, regulations, and Bank policies
* Examines a variety of accounting records and other supporting documentation to determine the accuracy of the Bank’s financial statements
* Research issues and assist with the development of recommendations for corrective measures
* Assist with the preparation of objective, accurate reports to properly document and support audit findings for management review
* All phases of the audits
* Recommending operational improvements
* Documenting and analyzing computerized systems and controls
* Assist in assessing operating processes and develop conclusions about their effectiveness
* Assist in developing risk assessments for critical IT business processes
* Preparing work papers, recommending action plans, and working with complex information

## Qualifications for staff auditor

* Experience within a regional CPA firm
* 1-3 years of experience auditing commercial and/or Not For Profit clients
* Develop and communicate recommendations to address control exceptions
* Perform SOX compliance activities
* Up to 2 years of professional business experience or equivalent in financial services, audit program development, internal control consulting, or risk management
* CPA or CIA a major plus