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# Example of Staff Auditor Job Description

Our company is looking for a staff auditor. 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 staff auditor

* Bachelor’s degree in accounting, finance, business administration, or information systems
* Evaluate internal controls in key risk areas to ensure compliance with internal policies and applicable laws and regulations
* Executes audit tests in accordance with Audit Services policies and procedures
* Assist with the development and maintenance of internal audit policies and procedures
* Assist in the drafting test steps and procedures to test controls
* Perform assurance reviews of assigned operations evaluating the effectiveness of their risk management, control, and governance processes
* Provide clear direction to management by presenting noted issues, risks, and possible solutions throughout the assignment either orally or through formal reports
* Ensure that external reviews of FBL Financial Group and affiliated companies are conducted as efficiently as possible by gathering information as requested for the company’s outside auditor and/or insurance department examiners
* Monitors and validates management action plan status
* Provides vendors with claim back-up information

## Qualifications for staff auditor

* Excellent PC skills with proficiency in Word, Excel, PowerPoint, Visio
* CPA, CIA, or CFE certification desirable but not required
* Fluency or aptitude in languages is desirable
* Experience in formal communications (written reports and oral) with all levels of staff and management
* Business process improvement and design (BPM, Lean, Six Sigma)
* Ability to proficiently communicate with all levels in the organization, both written and oral