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# Example of Staff Auditor Job Description

Our innovative and growing company is hiring for a staff auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff auditor

* Implement Sarbanes-Oxley Act compliance documentation, reviews and procedures
* Document and evaluate financial, operational and compliance based policies & procedures
* Perform audit procedures for all phases of an engagement, including planning, fieldwork, review, and reporting according to department standards, which include the International Professional Practices Framework promulgated by the Institute of Internal Auditors
* Assisting audit staff and seniors in the completion of audit fieldwork activities
* Work with managers of various business units to coordinate responses and develop action plans, as necessary, to respond to deficiencies and/or recommendations noted from internal, external audits, regulatory examinations, deficiencies self identified by management
* Perform the audit in a professional manner and in accordance with the approved audit program
* Experience with Microsoft applications (Excel/Word)
* Performs various phases of financial, compliance, and operational audits in accordance with department and professional standards
* Performs preliminary survey work and documents processes to identify significant risks and their related controls
* Assists the Senior Auditor in the identification and documentation of weakness in control design and effectiveness based on analysis performed

## Qualifications for staff auditor

* Experience with a large, publicly-held, high transaction volume business or Big 4 accounting firm
* Experience with the requirements of the Sarbanes Oxley Act of 2002
* Experience with data analysis tools – ACL, Excel, Access
* Bachelor's degree from an accredited university in Accounting, Finance or a quantitative discipline
* Assist team leaders, managers, and seniors in accomplishing audit objectives in a team environment
* CPA eligible or CFE a plus