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# Example of Staff Internal Auditor Job Description

Our company is growing rapidly and is looking for a staff internal 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 internal auditor

* Agree cost effective and practical action plans on risk mitigation and improvements in internal control with opco management
* Responsible for administrative duties including basic office administration, travel arrangements, manage costs, annual leave submission
* Adhere to project deadlines engagement budgets for time and costs
* Assist with operational, information technology, financial, compliance, and forensic audits
* Perform testing to evaluate the adequacy of controls and document their evaluation
* Develop and document findings for audit reports
* Assure that the audit work papers contain collaborating evidence to support the audit objectives
* Participate in risk assessment meetings and workshops with executive and senior management
* Assist with the identification of new or evolving risks across the company
* Provide support to the Chief Audit Executive, including developing or editing presentations and other documents and other administrative tasks

## Qualifications for staff internal auditor

* Proficiency in Microsoft Applications, including Excel, Visio, Word, and PowerPoint
* Knowledge of internal control standards and techniques sound awareness of corporate governance or enterprise risk management
* Interact internally with staff, management, and occasionally senior management
* Ability to work independently in a strong team environment
* Professional designation is a plus (CIA preferred)
* Experience in a SOX / COSO control environment is a plus