Downloaded from <https://www.velvetjobs.com/job-descriptions/staff-internal-auditor>

# Example of Staff Internal Auditor Job Description

Our innovative and growing company is looking to fill the role of staff internal 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 internal auditor

* Gathering and analyzing data to determine compliance with internal controls through observations, through examination of documents, records and system settings and/or through inquiries with employees
* Execute audit program steps that involve reviewing transactions, documents, records, reports, and compliance with established policies and procedures
* Develop and execute audit programs and document related work to evaluate internal controls related to financial risks, operational activities, and compliance requirements
* Perform risk mitigation
* Demonstrating advanced understanding of internal control concepts and experience apply them to plan, perform, manage and report on the evaluation of various business processes/areas/functions
* Reviewing the day-to-day activities of resources from the co-sourcing consulting firm, including assessing and revising proposed audit programs, coordinating the review of documentation and implementing the interview schedule
* Writing and working with GIA management to communicate action plans resulting from audit findings and recommendations, ensuring that all significant areas are appropriately documented and addressed
* Prepare and review all audit project written communications such as audit work paper documentation, audit report, and recommendations
* Prepare reports documenting findings and recommendations
* Perform risk analysis of each audit area during the planning stage to identify key risks of the audit area and how the audit plan will address identified risks

## Qualifications for staff internal auditor

* Familiarity with data analytical tools is a plus
* Experience with SOX testing and conducting Internal Audits in a complex and dynamic environment is a must
* Working towards or have CPA, CIA or other related certification preferred
* Good understanding of internal controls and knowledge of auditing standards and GAAP
* Ability to follow instructions accurately and efficiently
* Ability to maintain confidentiality of company and audit data and information