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# Example of Staff Internal Auditor Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Work with others or independently as determined by needs of the assignment
* Assist with performing operational, financial, and compliance audit projects
* Works with the internal audit team in executing against the annual audit plan by performing audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures
* Performs follow-up reviews of previously completed projects
* Complies with the International Professional Practices Framework established by the Institute of Internal Auditors
* Participates in other projects at the direction of audit management
* Assist in development of work programs, documentation of work papers, drafting internal audit findings and recommendations, regularly reporting to management, and preparation of formal audit reports for domestic locations
* Assist Internal Audit Management in identifying and managing financial, operational, compliance, fraud, and information technology risks
* Develop relationships with company and franchise personnel to facilitate adding value throughout the organization
* Understands and applies internal audit methodologies

## Qualifications for staff internal auditor

* High level of professional and personal integrity and ethics
* Excellent analytical skills and sound professional judgement
* Bachelor's degree in job-related field, Information Systems, Computer Science
* It is anticipated that the applicant will possess or obtain at least one job-related certification within two years of entering the department
* Job-related work experience in internal or external audit, advisory/consulting services, information technology or technology compliance of at least 2 years is desired
* Proficient in Excel, some experience with Access, ACL and/or other query tools