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# Example of Supervisor, Audit Job Description

Our growing company is hiring for a supervisor, audit. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for supervisor, audit

* Applies and actively supports the hotel's pricing policy
* Establishes the closing and nightly activity reports for hotel management
* Ensures the organization's internal controls, processes, policies and mechanisms are adhered to and compliance with regulatory principles, industry standards and corporate guidelines
* Performs audit procedures for control testing including preparation of scoping document, risk assessment, perform testing and evaluate deficiencies noted
* Assist to design internal audit procedures and work program for the audit
* Perform follow-up reviews to examine that actions committed by management have been completed
* Assist in other ad-hoc work
* Responsible for the supervision of senior, semi-senior and staff auditors
* Day to day operational supervision of all daily revenue audit functions
* Directs and supervises audit clerks in the performance of their duties

## Qualifications for supervisor, audit

* Ability to travel 20% - 40%, both international and domestic
* Generally leads a team focused on assigned audit and generally assumes the lead position on the audit, providing supervision and assignments to team members as Auditor In Charge reviewing work papers completed by staff and drafting audit report
* Responsible for time and staffing budgets for upcoming audits
* Works at direction of Audit Manager
* May perform testing procedures for more critical areas of audits
* Supervises findings follow up tasks with management and audit staff