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# Example of Supervisor, Audit Job Description

Our company is looking to fill the role of supervisor, audit. 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 supervisor, audit

* Perform special audits to provide high level of expertise on matters of complex or sensitive nature
* Provides assistance to internal, external, and/or regulatory auditors in the preparation of their examinations
* Responsible for the dissemination and training of tenured employees on process changes/updates
* Daily, review a sample of daily audit packets for completeness and accuracy
* Continually evaluate the existing revenue audit processes and procedures, suggest improvements that will increase department efficiency
* Assist the Revenue Audit Manager in developing and implementing new audit processes and procedures as operational changes occur
* Conduct follow up on outstanding discrepancies noted by the Revenue Audit team
* Answer department managers questions related to the work performed by Revenue Audit
* Evaluate Revenue Audit Team Members performance
* Gather and analyze information using various methods and systems

## Qualifications for supervisor, audit

* Knowledge of GlobalMarkets/Investment Banking lines of business, Candidate should also be familiar with key securities industry regulations and US market structure the key processes and controls within the Finance, Operations and Middle Office functions
* Knowledge of UK GAAP, UK and International GAAS, IFRS and Financial Reporting requirements
* A bachelor's degree and CPA certification required with a minimum of 3-5 years public accounting experience
* At least 3 years in Big 4 accounting firm
* Portuguese would be an asset
* Ability to travel domestic (Mexico) and regional (Honduras & Brazil) as required (75%)