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# Example of Travel Auditor Job Description

Our growing company is hiring for a travel auditor. 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 travel auditor

* Maintain the internal audit program and procedures as necessary
* Lead or participate in IT pre and post system implementation reviews, IT security reviews
* Document and evaluate IT control environment
* Lead audits of SOX IT general and application controls
* Assist in the development of the annual audit plan
* You will plan and perform assigned audits to assess the adequacy of internal controls and meet other audit objectives
* You will also prepare narratives, analyses, process flows, tests of transactions and other supporting documentation to support audit findings
* In this role you will understand and document risks and related controls in area(s) under review
* You will prepare audit reports summarizing the work performed and audit issues identified and provide recommendations to address the issues
* Conduct audit fieldwork with independence, objectivity and a high degree of professionalism

## Qualifications for travel auditor

* Minimum of three years of experience in I.T
* CISA a plus
* Must be assertive, self-motivated, organized, resourceful, team oriented, results oriented and able to handle change and conflict
* Being limited to onsite activities, it will be necessary for the auditor to clearly communicate their findings with Lead auditor who is responsible for the written report and ongoing discussions
* The ideal candidate will have an undergraduate degree in business, finance or mathematics
* Knowledge of Bulgarian travel legal framework will be considered as an advantage