



Example of Analyst, Audit Job Description

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Our company is looking to fill the role of analyst, audit. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for analyst, audit

- Analyze and evaluate documentation, reports, data, ensuring conclusions are well documented
- Daily engagement with and oversight of a third party freight audit service provider which processes and pays both domestic and international freight invoices for the North American transportation network
- Collaboration with transportation operations teams across the North American hubs to ensure accuracy of freight rates, terms and rules utilized by the third party to process and pay invoices, and to investigate any invoicing inquiries
- Freight data analysis, metrics development and reporting, and identification and management of continuous improvement initiatives to standardize process and reduce variability within the freight audit function
- Regular and punctual attendance are required
- Lead and support tasks and portions of the project scope on engagements related but not limited to Operations & Maintenance, Helpdesk Operations, Software and Application Development and Maintenance, Financial Operations, and Project and Acquisition Management
- Assist the Audit Manager and other Audit team members in providing requested information for any state or local tax authority Information Document Requests (IDR) on large audits
- Independently prepare audit work papers for small to medium size audits
- Analyze tax assessments to determine accuracy and potential items for protest and/or appeal

Qualifications for analyst, audit

- Knowledge of uniform administrative requirements, cost principles, Generally Accepted Government Auditing Standards (GAGAS), and A-133 single audit requirements for federal awards or non-profit audits a plus
- Ability to pay strict attention to detail and quality assurance
- BA or BS degree in Business, Accounting, Economics, Finance, or a related field preferred
- Grants Management Certificate or Certification
- 4+ years working in the title, accounting, audit, or real estate industries preferred
- Degree- BS/BA or equivalent, MBA or other advanced degree desired