



Example of Audit Manager Job Description

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

Responsibilities for audit manager

- Effect change by assisting business management to develop appropriate action plans to address identified deficiencies, and ensure corrective actions are implemented in a timely manner to effectively and sustainably address the root cause of the issues
- Hold meetings with key personnel
- Overseeing the efforts of multiple client engagements
- Managing firm risk on audits and proposals
- Managing, training, and assessing performance of staff members
- Manage ongoing communication and reporting process with the client and senior management
- Acts as audit liaison with our third-party audit services firm and works directly with regulators during annual exams
- Completes Audit Risk Assessment and works directly with third-party audit services firm to establish the annual audit plan
- Represents Audit on organizational project teams and provides consulting services to management and staff
- Follows up on audit findings from audits conducted by third-party audit services firm, external auditors, and regulators

Qualifications for audit manager

- 5+ years of recent work experience within a Public Accounting firm or other industries, such as Middle-Market or Asset Management (including hedge

- 3-5 years of experience in a publicly traded company
- Must have active CPA
- Intermediate knowledge of training best practices and effective facilitation tools and techniques
- Previous Audit experience is an asset
- Demonstrated time management and organizational skills to meet tight deadlines flexibility to adapt to changing priorities that are in alignment with Audit goals