



Example of Audit Readiness Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for an audit readiness. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for audit readiness

- Support project planning activities including developing planning documents, conducting kick off meetings, and arranging and scheduling testing activities and site visits
- Lead the team in executing an audit work plan and documenting workpapers, findings, and other work products that are technically accurate and provide overall value to the client
- Analyze staffing levels and workload association
- Work with clients to identify financial control issues and gaps
- Design and implement technical solutions to improve financial management activities
- Assist with accounting and financial reporting operations
- Advise our clients on technical accounting and internal controls matters
- Identify opportunities for efficiencies in process and innovative approaches to completing scope of work
- Work with clients to identify financial control issues and gap
- Maintain tracking tools for full lifecycle of a Finding through to disposition of "Closed" by researching Finding, gathering evidence to support recommended actions, gain agreement from Component leads, QA and FSA on planned response and closure of all actions

Qualifications for audit readiness

- BA or BS degree in Finance, Accounting, or Business preferred
- Experience with audit readiness (FIAR) preferred

- Proficient with SharePoint and maintaining knowledge management (document/file management)
- Good communication skills to coordinate issues with internal/external staffs and stakeholders via email and phone
- Available for occasional travel from Crystal City, VA to Richmond, VA