



Example of Audit Staff Job Description

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Our company is looking for an audit staff. 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 audit staff

- Communicate both verbally and written, progress achieved
- Administrative Compliance
- Conduct interviews and perform research to gain an understanding of the business process / function / area to be audited
- Document understanding of business processes in process narratives and/or flow charts
- Obtain adequate supporting documentation for findings and opinions, and thoroughly document testing approach and conclusions in the working papers
- Identify and document issues arising from audit work and participate in presenting findings to business unit management
- Assist the audit team in evaluating processes for potential issues and assists in the evaluation of internal control deficiencies
- Review and evaluates the adequacy of management action plans to ensure plans will remediate the internal control issues noted
- For assigned management action plans, perform a detailed review of the follow-up tracking spreadsheet and obtain updated management action plan status within that quarter
- Establish an understanding of the various business areas within the company, and actively sharing with the audit team

Qualifications for audit staff

- Computer experience and a minimum G.P.A
- Solid foundation in educational areas of focus with the ability to recognize when theoretical concepts should be applied to areas assigned
- Pursuing relevant professional certifications, such as CPA, CIA, CISA, and CFE
- At more experienced levels within this role, the ability to take on project lead responsibilities for smaller, less complex audit engagements
- Degree in Business (preferably Accounting or MIS or other closely related business major)