



Example of Auditor Associate Job Description

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Our company is looking to fill the role of auditor associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for auditor associate

- Serve as liaison between the Bureau staff and the staff of an entity being audited
- Work independently on audits and communicate with the auditee to explain audit results
- Draft audit programs to ensure that audit objectives are identified and that there is a step-by-step plan to accomplish those objectives
- Responsible for the oversight of staff work including the review and approval of subordinate work papers ensuring that staff follows generally accepted accounting and auditing standards to complete their work
- Prepares audit reports which can be readily reviewed by the supervisor, and will explain any technical questions raised by the Audit Manager on the content of the review
- Manage the audit and FCG scheduling tool(s) including any necessary updates
- Maintain and track annual audit plan
- Contribute insight and strategic thought to the direction of the department through benchmarking and best practice reviews
- Plan and execute IT application, infrastructure and project audits
- Track the status and resolution of issues raised

Qualifications for auditor associate

- The candidate will be required to complete all work assigned to them on a timely basis

U.S. GAAP and/or IFRS

- Internal audit and/or Big 4 experience with a major financial services company is expected
- At least 5 years in banking/securities industry or relevant experience in compliance/internal controls
- Strong influencing skills with ability to drive initiatives/projects across the various businesses, with can do attitude
- Multi tasking is essential, and manages priorities effectively