



Example of Auditor Associate Job Description

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Our growing company is searching for experienced candidates for the position of auditor associate. 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 auditor associate

- Supervise documentation of ITGC process flows
- Ensure the request and organization of ITGC source documentation
- Review ITGC work papers
- Produce and monitor ITGC review notes
- Prepare clear, comprehensive workpapers that support the work performed and conclusions
- Prepare audit reports that effectively address the key issues to be raised to management's attention, with minimal supervision or editing required
- Holding preliminary discussions of the audit findings and results with operating personnel to verify facts and to ensure that everyone has a thorough understanding of the nature, source and extent of the issue
- Work closely with other regional/global business and information technology audit colleagues within the Asset and Wealth Management team in the early identification of emerging control issues and reporting them timely to Audit management and business stakeholders
- Execute supplier audits
- Partner with supplier to establish relationships

Qualifications for auditor associate

- Exposure to Banking / Financial Services Regulations
- A Bachelor's Degree in accounting, finance or other field of study relevant to

- Good analytical skills with the ability to identify and assess risk and exposures across a wide variety of processes
- Self-starter with the ability to work as part of a team
- Must have all necessary credentials to work at the Jet Propulsion Laboratory
- One year of relevant audit and advisory experience