



# Example of Auditor Associate Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking for an auditor associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for auditor associate

- Evaluates effectiveness of controls at the network, operating system, database and application level
- Develops information systems audit programs and control guidelines
- Documents business and systems processes / data flows
- Identifies areas of risk for inclusion in the master audit plan to management
- Documents areas of risk, including potential company exposure and audit activities to determine extent of the risk areas
- Creates ad-hoc reporting and file extracts from various platforms to management and external agencies when needed
- Participating in both technology and integrated audits, monitoring various projects with major application development initiatives, and performing continuous risk assessments of coverage areas
- Assist on audit engagements covering Corporate Sector functions including AML Alerts and Investigations, Suspicious Activity Reporting and transaction monitoring
- Assist with audit planning, audit testing, control evaluation, audit report drafting and follow-up and verification of issue closure
- Organizing and leading interviews and meetings on complex topics and audit missions with Auditees and Senior Team Members

## Qualifications for auditor associate

networks, databases and IT projects

- A good understanding of control environments and risks in the finance industry
- Relevant professional qualifications (e.g., CISA, CISSP, CRISC)
- Experience in Financial Services auditing roles
- Ability to influence auditees
- Ability to develop strong relationships across various departments and levels