



# Example of Auditor, Lead Job Description

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

## Responsibilities for auditor, lead

- Continuously communicating with Audit Managers to avoid surprises, highlight issues and ensure audit progression
- Prepare, document and publish audit checklists and audit reports
- Conduct audit training /certification for NOG employees govern, maintain and monitor status/files of audit qualification requirement status
- Create and maintain annual Audit Schedule and Audit Metrics as required
- Effectively collaborating with other parties as necessary to perform audit work, including developing and maintaining effective stakeholder relationships
- Proactively looking for areas of improvement during the audit process and providing value adding and insightful recommendations that address control and process opportunities/weaknesses
- Preparation/gathering of exposure analysis (and related memorandums) to support deficiency realized risk Interaction with IT, Internal Compliance and business leaders to gather supporting or contrary evidence regarding proposed SOX deficiencies
- To carry out customized audit as required by SSC business
- Participate in the development of annual audit plans
- Select and lead audit teams for both internal and external audits

## Qualifications for auditor, lead

- Independently demonstrates ability to prioritize
- Formally documents findings for management

- CPA, CIA, CISA or other relevant certifications
- Prefer ability to travel up to 25-30% - Client is willing to look at less travel if required