



Example of Auditor, Lead Job Description

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Our innovative and growing company is hiring for an auditor, lead. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for auditor, lead

- Work with other members of audit team performing the audit process, including scoping, planning, field work, control assessments, report writing, and communication of results to management
- Oversee audit completion and review audit workpapers
- Prepares audit checklists for quality assurance audits of project program/plans to assess performance to established criteria and implementation of the Quality Assurance Program
- Lead audit and/or surveillance teams to ensure accurate, thorough and timely completion of approved scope
- Mentors associates and subject matter experts on the audit and/or surveillance process
- Interviews individuals and surveys activities in audit areas assigned
- Ensures audit approach and work program addresses the highest risk areas given the time available
- Analyzes processes and data and assesses level of compliance with applicable procedures, adequacy of controls, efficiency and effectiveness of operations and accuracy of reported information
- Reviews and ensures the timely completion all staff audit work performed
- Evaluate internal controls over financial reporting relating to SOX compliance

Qualifications for auditor, lead

- Certificates in 9001, 14001 and 18001
- Ability to effectively interface with management at all levels contacts outside

- Ability to develop clear, written and oral conclusions/recommendations, and the confidence to communicate findings to all levels of management
- Proficient in MS Office, specifically Excel, Word, PowerPoint and Visio
- Degree in Civil Engineering or related