



Example of Auditor Job Description

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Our company is growing rapidly and is hiring for an auditor. 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

- Review notes should not be excessive
- Manage time (by keeping abreast of audit status and hours incurred) to meet established deadlines, milestones, and time budgets
- Assist in determining conclusions and evaluate findings
- Collaborate with other auditors and project teams
- Up to 10% domestic/international travel during the fiscal year
- Conduct audit planning and closing meetings with Internal Audit and relevant Department Management
- Performing an appropriate level of testing based on the scope and risk, without over or under auditing
- Producing work paper documentation that is clear and concise, providing adequate detail of work performed and conclusions reached, and meeting IAD and professional standards
- Managing time (by keeping abreast of audit status and hours incurred) to meet established deadlines, milestones, and time budgets
- Evaluate causative research on inventory discrepancies and stock denials for approved LBI's and GBI's

Qualifications for auditor

- During the planning of the audit, develops a budget and/or timeframe for how the audit will be completed

- Some knowledge of Canadian, US and UK regulatory requirements
- Works well independently, with others, and can multi-task
- Escalates issues and delays quickly