



# Example of Auditor Job Description

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Our growing company is looking for an auditor. 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

- Perform audit procedures for each branch, compliance, and departmental audit as assigned
- Participating in opportunities to improve Internal Audit department processes and procedures
- Conduct statistical inventory sampling on line items held in stock
- Conduct statistical sampling of location reconciliations noting any discrepancies recommending corrective action
- Leads audits/special reviews with respect to large and complex operations
- Prepares risk-based audits/reviews
- Empowers and challenges more junior staff to actively participate in the management of audits/reviews
- Prepares working papers for review by the Senior Auditor/Section Chief or the Chief of Service
- Develops and discusses findings, agrees on recommendations and timelines for corrective action with the responsible officer of operations audited and monitors the implementation status of agreed recommendations
- Drafts audit/assignment reports for Organization-wide consumption, including senior management and the General Assembly

## Qualifications for auditor

- Travel approximately 25% -- principally to Toronto

- Prepares presentations using available technology tools
- Makes presentations of audit results to senior management of IAD and senior management of operations audited
- Monitors the status of audit recommendations