



# Example of External Auditor Job Description

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Our growing company is looking for an external auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for external auditor

- Perform research in support of review and revision of ODA/AAA/PAA policy and procedures
- Assist in identifying updates to law/rules/regulations
- Maintains files containing reports of supplier or EM audits, re audits and corrective action responses
- Assists in formulating supplier or EM procedures to be followed by the auditing group
- Preparation financial statements, audit coordination, statutory filing and tax filing
- Coordinate with other (finance) teams and service provider
- Corporate Income Tax accounting for group purposes
- Support EMEA region on statutory SAP ledger
- Prepare finance updates local board meetings
- Apply LEAN methodologies for process improvements

## Qualifications for external auditor

- Knowledge understanding in FDA CFR Part 820, Part 610, Part 611, Part 11, and ISO 130485 regulations is required
- At least 3 years of work experience interfacing with and auditing external suppliers or subcontractors
- Must be able to walk and stand for extended periods of time while performing audits

- 3-5 years of experience in regulated healthcare or life science industry
- 1-3 years of experience in software development lifecycles