



# Example of Intern Internal Audit Job Description

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Our growing company is searching for experienced candidates for the position of intern internal audit. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intern internal audit

- Assists in verifying compliance with corporate policies and procedures
- Assists in reviewing and evaluating processes and procedures for completeness, accuracy, efficiency, and effectiveness
- Assists in recommending improvements in procedures, processes, operations, and systems
- Documents all work thoroughly and completely to support conclusions under the direction of the Lead Auditor to provide assurance that work papers adhere to the standards of the Internal Audit profession
- Report progress timely and accurately to Lead Auditor and Internal Audit Director
- Pursuing BS, MS, or MBA in a Finance, Accounting, or Business Analytics major, or related field with a minimum cumulative GPA of 3.0
- Perform audits professionally and in accordance with generally accepted audit standards
- Participate in special assignments as deemed necessary by management
- Perform SOX testing of controls as outlined in established audit programs for areas assigned
- Perform selected audit tests

## Qualifications for intern internal audit

- Works closely with audit team, keeps team informed of progress, issues that arise, and asks questions

- A willingness to commit to the full 10 week program
- Experience interpreting and communicating information orally and written
- Experience working independently in a team environment