



Example of Intern Internal Audit Job Description

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Our growing company is looking for an 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

- Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting auditee processes and procedures
- Communicate timely and appropriately with the Internal Audit team and business management
- Assist in operational internal audit engagements successfully from beginning to end with supervision
- Assist with the development of audit programs and testing procedures relevant to risk and test objectives
- Analyzes audit data and documents audit conclusions and findings
- Assists in the preparation of work papers, which are subject to review by audit management
- Prepare and present recommendations for improved controls and enhanced business efficiency to management
- Perform controls testing over various areas of the business in support of the Company's annual Sarbanes Oxley 404 attestation
- Participate in the coordination and execution of walkthroughs with relevant process owners
- Prepare work papers to summarize audit test results and communicate deficiencies and recommendations to the process owners

Qualifications for intern internal audit

- May work with outside auditors to help reconcile discrepancies or support the external auditing function
- Ability to plan and perform compliance, financial, and operational audits
- Within the last year of graduating with a BS Degree
- Analytical, project management, planning, organization, documentation, and problem solving abilities
- Candidate must be available to work full time during the summer, 10-12 weeks in duration