



# Example of Internal Audit Analyst Job Description

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Our growing company is searching for experienced candidates for the position of internal audit analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for internal audit analyst

- May assist with general administrative duties, including general correspondence, arrangement of meeting facilities
- Processes and coordinates department accounts
- Advises and contributes in decisions regarding development and execution of department projects and programs
- Designs and develops reporting to keep projects on target, identify issues resolution and update management on projects
- Manages vendor relationships for production of program and project materials
- Serves as contact for department clients
- Executing and completing audit fieldwork according to the established schedule and deadlines
- Recommend internal control improvements that may include operational enhancements or efficiencies, and the preparation of audit reports documenting controls
- Responsible for generating value added recommendations to enhance the Company's overall internal control operations
- Contributing significantly to strategic planning and process innovations

## Qualifications for internal audit analyst

- Proficiency with SOX 404 (including IT General Controls)
- Experience with data analysis tools is a plus

- Hands-on team player with ability to effectively interact and communicate with all levels of personnel within the organization
- Quick learner, strong analytical and reasoning skills with great attention to details
- Multi-tasker who can meet tight deadlines and solve problems in time sensitive environment