



Example of Internal Audit Analyst Job Description

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Our innovative and growing company is looking for an internal audit analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for internal audit analyst

- Participate in a risk advisory role on company initiatives projects to ensure proactive identification of relevant risks
- Engage in continuous monitoring of modeling and model risk areas
- Manages data analytic learning needs of Internal Audit teams
- Develops and maintains data analysis run sheets to ensure a consistent and repeatable process
- Maintains recurring analytics for department and converts to Audit Exchange as necessary
- Consults with Auditors to develop and apply data analysis strategies (ex
- Documents project deliverables, including DARs, program descriptions, run sheets, job schedules, following team guidelines
- Leads design, code, and verification phases
- Engages with audit teams and stakeholders to understand each business question
- Understands and enforces team guidelines

Qualifications for internal audit analyst

- Preference given to those with experience conducting financial/operational audits at a Public Accounting firm and/or Fortune 500 company
- Bachelor's or Master's degree in Accounting or related Business field
- Perform outcome based testing/black box testing

- Assist in presenting the approach, progress and results of the reviews to internal, IT and business stakeholders
- Assist in formulating the strategy to action upon the issues identified