



Example of Internal Audit Analyst Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of internal audit analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for internal audit analyst

- Perform specific portions of internal audits, as necessary, by applying a detailed audit process and concluding on recommendations for improvements based on industry best practices and regulatory requirements
 - Assist the manager by drafting the audit reports following completion of the fieldwork portion of the reviews to concisely and accurately reflect the facts, observations, risks, and recommendations
 - Collaboratively work with colleagues in the India Region and US to enhance the efficiency and effectiveness of the audit effort
 - Work closely with the other team members to develop best practices, and collectively develop a base of knowledge used to consistently address audit scenarios that arise
 - Manage multiple auditees simultaneously and develop professional relationships with those auditees
 - Use data mining/interrogation tools and techniques to analyze elements of business processes and operations
 - Participate in opportunities that enhance personal and professional growth and the accomplishment of career objectives
 - Seek opportunities to improve technical and management skills through continuing education, seminars
 - Support the AVP and VP to identify, assess and document risks and controls
 - Support the evaluation of the design and operating effectiveness of controls and document this understanding in the audit toolkit
-

- Bachelor's degree in Accounting, Information Systems, or Computer Science required
- Ability to build strong partnerships across business audit teams through a proactive, open and communicative approach mainly through all aspects of execution
- Strong technical capability interfacing with databases using analytical software, (including SQL, SAS, ACL, Tableau, Cognos, Excel), managing large volumes of data, and extracting relevant findings using programming logic
- Maintenance of internal stakeholder relationships and regular interaction with the stakeholders during the year to assess changes in the regulatory obligations environment and other matters arising in the business
- Minimum 2 years work experience in technology or audit
- Experience working with intrusion detection/prevention systems, vulnerability management, threat analysis, anti-virus software, and SIEM, is desired