



Example of Internal Audit Analyst Job Description

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Our growing company is looking to fill the role 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

- Providing support to the Director of Internal Audit on department initiatives, including, development of departmental policy manual, developing an internal quality assurance program, performing project and overall risk assessments, implementing departmental metrics / scorecard, and ability to lead overall scoping activities
- Execute the financial, operational, and information technology based audit engagements
- For each targeted internal review, scope existing business processes and gather and evaluate current processes documentation
- Identify areas of weakness and propose process improvements
- Prepare internal audit reports and memos for review by senior management
- Manage commercial client audits
- Prepare, complete, and review the various sections of the audits in accordance with the audit programs including performing interviews, obtaining and analyzing information and concluding and communicating test results
- Operate in an organized manner managing multiple projects and open items list, following up on items and escalating items in a timely manner in order to meet deadlines
- Keep the Manager and the Team Leader informed on the status of the review and the observations which relate to it
- Conduct audit observations re-tests to ensure action plans have been implemented

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- Strong data analysis and experience leveraging audit technology such as IDEA, Tableau, and/or ACL is a plus
 - Strong organisational skills with excellent attention to detail, commitment to quality and efficiency
 - Work along with the business teams to develop strategic products which are of repeatable value to the department
 - Assist in understanding the regulatory requirements and test approach to validate the adherence
 - Strong knowledge of generally accepted accounting principles, SOX 404, and audit techniques
 - Be a team player and embrace the Company's compliance principles as a key component of the audit process