



Example of Internal Audit, Intern Job Description

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Our company is looking to fill the role of internal audit, intern. 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, intern

- Provide support and assistance to the other auditors in the Department to prepare work papers and summarize results - Assess controls in conjunction with quarterly Sarbanes-Oxley testing
- Perform walkthroughs and conduct testing in compliance with Sarbanes-Oxley
- Provide assistance in planning, testing and reporting for related Sarbanes-Oxley processes
- Adhering to professional auditing standards
- Identifying and documenting audit findings
- Assists in development of risk assessments and risk-based audit engagement programs
- Assists in following up on prior audit recommendations
- Assists in preparation of audit reports and memorandums
- May be requested to perform other applicable duties for the required knowledge/skills
- May participate in team meetings, team building events, organization sponsored events

Qualifications for internal audit, intern

- Currently enrolled in a college or university program (Accounting or Finance)
- Working towards a Bachelor's degree in MIS, Computer Science, or related

- Must be a rising Senior level student seeking a Bachelor's or Masters degree in Accounting or Finance
- Must be a Junior or Senior currently enrolled in a Bachelor's Degree program in Accounting, Finance, Economics, Business Administration or related OR be a recent graduate with a Bachelor's Degree in Accounting, Finance, Economics, Business Administration
- Business major in accounting, finance or related business field
- Previous auditing experience is preferred, but not required