



Example of Internal Audit Job Description

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Our innovative and growing company is hiring for an internal audit. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal audit

- The Internal Auditor will perform SOX Compliance documentation/testing, Financial and Operational Audits of the firm and its various business units, including manufacturing, distribution, wholesale and retail
- Conduct periodic financial statement assessments for locations in scope, understand key accounts and the entities /business processes that affect these accounts
- Maintain understanding of current SOX/SEC requirements with respect to financial risk assessments, control objectives and the reporting of deficiencies
- Identify risks, perform audit, review and interpret evidence, record processes
- Initiates interviews, implements surveys, summarizes working papers and memos
- Use nonpartisan approach to issue recommendations for reviewed aspects
- Collaborates with team members to achieve organization goals
- Report in accordance to GAAP
- Conduct research and compose report memos relating to internal audit projects
- Design the annual audit plan to address areas of risk within financial, operational and compliance areas

Qualifications for internal audit

- Qualified or Part-Qualified ACA, ACCA, or equivalent
- Knowledge of retail and corporate banking processes, procedures and

- Proficiency in Microsoft Office XP, advanced Word and Excel skills, strong PowerPoint skills a plus
- Minimum 2+ years of professional audit/accounting experience
- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) preferred