



Example of Internal Audit Job Description

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

Responsibilities for internal audit

- Communicate results and audit findings to business partners the Board and Audit Committee
- Monitor compliance with regulations and communicate issues to ensure concerns are addressed in a timely manner
- Provide recommendations and solutions to address relevant business risk
- Participate in planning and design of audit scope project execution
- Monitor and test internal controls over financial reporting, and evaluate and conclude on control assessments
- Identifying timelines and managing resource allocations to meet requirements
- Coordinating and driving the audit process utilizing innovative and continuous improvement techniques
- Performing portions of audits and document results
- Managing certain administrative functions such as development and maintenance of the Audit website
- Assisting in the development and mentoring of auditors by sharing information and knowledge among the Audit group

Qualifications for internal audit

- Knowledge of SOX 404 requirements
- Understanding of Sarbanes Oxley implementation practices and issues
- Bachelor's degree in Accounting, Finance, Computer Information Systems, Information Technology, or related field is required

work performed and conclusions reached

- Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) or certification preferred
- Experience in auditing, accounting or related field is required