



Example of Junior Auditor Job Description

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Our company is growing rapidly and is looking to fill the role of junior auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for junior auditor

- Appraise adequacy of internal control systems by completing audit questionnaires
- Maintain internal control systems by updating audit programs and questionnaires
- Communicate audit findings by preparing a final report
- Comply with federal, state, and local security legal requirements by studying existing and new security legislation
- Prepare special audit and control reports by collecting, analyzing, and summarizing operating information and trends
- Participate in the identification and assessment of risks and offsetting internal controls, , the identification of any controls deemed to be "key controls"
- Establish relationships with business line and control functions at all levels
- Participate in pre-implementation and post-mortem type reviews as necessary
- Perform Sarbanes-Oxley control testing for key business processes
- Assess control strengths and weaknesses and determine compliance with policies and procedures

Qualifications for junior auditor

- Prepare clear and concise audit work papers
- Draft and present comprehensive management action plans and audit reports as final deliverables

- Build a wide variety of business knowledge to perform audit engagements to both local and international clients, in compliance with International Standards on Auditing
- Rapidly develop team management responsibilities
- Be encouraged to gain further qualifications (ie Réviseur d'entreprises luxembourgeois)