



Example of Junior Auditor Job Description

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Our innovative and growing company 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

- Audit the financial and statistical data of various departments, divisions and locations of the Company in order to verify accuracy
- Audit the activities of various departments for compliance with established plans, policies, procedures and applicable regulations
- Document, assess and test internal controls surrounding financial reporting in order to ensure compliance with the Sarbanes-Oxley Act of 2002
- Implement internal controls to ensure proper financial reporting and adherence to Company policies, procedures, and applicable regulations
- Determine proper accountability of assets through physical count, inventory reviews and confirmations
- Audit operational processes, consult with clients, and assist clients in making the process more effective
- Perform or assist in the performance of special assignments requested by management
- We will work on your individual development goals
- You will built on your specialization in particular area of banking expertize
- You will be responsible for the assigned tasks in required quality and time

Qualifications for junior auditor

- Good working knowledge of computer systems with emphasis on MS Office, Outlook, excellent Excel skills
- Basic knowledge of AS400 platform (JBA & Cognos), SAP FICO/FMS is an

- Able to effectively manage one's time and resources to ensure that work is completed
- Detail-oriented, analytical mindset
- Able to work independently with a proactive approach
- Must be able to pass drug test and background check