



# Example of Operations Auditor Job Description

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Our growing company is looking for an operations auditor. 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 operations auditor

- Verifies goods receipt and verifies invoices with reference to above
- Enters picked quantities into delivery documents (ship and return)
- At the request of the Operations Manager, may source equipment from within the company
- Solicit multiple freight quotes and arrange freight services to manage shipping and receiving expenses
- Responsible to produce, maintain, and manage the Project Delivery & Return Schedules
- In addition to the Operations functions there are a number of admin duties
- Collects and analyzes evidence operational processes and controls
- Creates process flows (risks & controls) in addition to documenting procedures in work papers
- Support and participate in all phases of audit projects – planning, execution, completion and reporting – as assigned
- Assess personal development needs (training, career development, ) in conjunction with department management

## Qualifications for operations auditor

- University degree in a business discipline Finance or Accounting
- Master's degree (Financial Engineering or Quantitative Finance) or professional qualifications

- Public Accounting (Big 4 experience highly preferred.)
- Enterprise Risk Management practices for large, complex banking organizations (LCBOs)