



Example of Operations Auditor Job Description

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Our growing company is hiring for an operations auditor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations auditor

- Assess, capture, and translate complex business issues and requirements into a structured audit analytics use case
- Utilize a hypothesis-driven problem-solving approach to design, build, and test/exploratory data analyses that will provide business insight and opportunities
- Perform data analytics on audit engagements using various analytics tools and develop predictive models using machine learning, natural language, and statistical analysis methods such as classification, time-series analysis, regression, statistical inference, and validation tools
- Check the production lines to make sure the right product is issued to match batch record
- Review batch record documentation for completeness
- Interact with other departments and may have interaction with outside customers
- Central contact in implementing contractual compliance
- Executing on reoccurring reporting and analysis that provide increased visibility into contractual compliance
- Conduct reoccurring audits that provide accountability and coaching to the Front Office and Field
- Generate and present audit findings to senior management

Qualifications for operations auditor

- Industry certifications (e.g., PMP, CIA, CFE)
- 4 year degree in either accounting, finance, operations, or business management
- May require a bachelor's degree or 4+ years of comparable work experience
- Two to five years professional experience preferably including internal/external audit experience
- Experience in the healthcare or health insurance industry is preferable