



# Example of Senior Auditor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of senior 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 senior auditor

- Analyzing generally accepted alternative accounting procedures
- Supervising and developing the firm's less experienced Staff level auditors
- Ensuring the coordination of the engagement workflow that includes planning, scheduling, staffing and learning for assigned engagements
- Perform financial and operational audits in a professional manner
- Perform transaction and compliance testing to evaluate the existence, efficiency and effectiveness of internal control procedures
- Maintain an updated knowledge of rules, regulations and standards
- Review and approve internal audit reports for presentation to auditees, senior management, and the Audit Committee
- Perform/review testing procedures
- Lead the drafting of internal audit reports and other audit deliverables, directing the work conducted by Auditors on the team
- Document processes and sub-processes in the form of walkthroughs in a format that allows for replication, narratives, and flow charts

## Qualifications for senior auditor

- Working knowledge of SOX testing and compliance
- Recent experience functioning as a Senior Auditor within a large organization
- Ability to present and discuss audit issues with Board and Executive Level within the organization

- Auditing and Project Management experience