

# Example of Staff Auditor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of staff auditor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for staff auditor

- Reviews and interprets current procedures for compliance with applicable laws, regulations, and Bank policies
- Examines a variety of accounting records and other supporting documentation to determine the accuracy of the Bank's financial statements
- Research issues and assist with the development of recommendations for corrective measures
- Assist with the preparation of objective, accurate reports to properly document and support audit findings for management review
- All phases of the audits
- Recommending operational improvements
- Documenting and analyzing computerized systems and controls
- Assist in assessing operating processes and develop conclusions about their effectiveness
- Assist in developing risk assessments for critical IT business processes
- Preparing work papers, recommending action plans, and working with complex information

## Qualifications for staff auditor

- Experience within a regional CPA firm
- 1-3 years of experience auditing commercial and/or Not For Profit clients
- Develop and communicate recommendations to address control exceptions
- Perform SOX compliance activities

management

- CPA or CIA a major plus