



Example of Staff Internal Auditor Job Description

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Our innovative and growing company is looking to fill the role of staff internal 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 internal auditor

- Gathering and analyzing data to determine compliance with internal controls through observations, through examination of documents, records and system settings and/or through inquiries with employees
- Execute audit program steps that involve reviewing transactions, documents, records, reports, and compliance with established policies and procedures
- Develop and execute audit programs and document related work to evaluate internal controls related to financial risks, operational activities, and compliance requirements
- Perform risk mitigation
- Demonstrating advanced understanding of internal control concepts and experience apply them to plan, perform, manage and report on the evaluation of various business processes/areas/functions
- Reviewing the day-to-day activities of resources from the co-sourcing consulting firm, including assessing and revising proposed audit programs, coordinating the review of documentation and implementing the interview schedule
- Writing and working with GIA management to communicate action plans resulting from audit findings and recommendations, ensuring that all significant areas are appropriately documented and addressed
- Prepare and review all audit project written communications such as audit work paper documentation, audit report, and recommendations
- Prepare reports documenting findings and recommendations
- Perform risk analysis of each audit area during the planning stage to identify

Qualifications for staff internal auditor

- Familiarity with data analytical tools is a plus
- Experience with SOX testing and conducting Internal Audits in a complex and dynamic environment is a must
- Working towards or have CPA, CIA or other related certification preferred
- Good understanding of internal controls and knowledge of auditing standards and GAAP
- Ability to follow instructions accurately and efficiently
- Ability to maintain confidentiality of company and audit data and information