

# Junior Internal Auditor Job Description

---

## **Duties and Responsibilities:**

- Carry out financial, operational, and compliance audit duties such as: evaluating internal controls, applying professional audit techniques, preparing audit work papers, developing solutions, and documenting findings
- Provide assistance to senior auditors as assigned by the director in effectively performing daily operations
- Under the supervision of the director, provide relevant information under review such as findings and recommendations to organization's management
- Provide assistance to senior auditors as requested by the director to enable effective execution of various reviews, including audit tasks, inventory, NCAA, and petty cash
- Help in coordinating assignments with the senior auditor
- Provide quality training to graduate interns for them to be able to create a strong and effective training program for CPA's in the future
- Perform departmental monthly budget reconciliation
- Execute other duties that the supervisor or/and management may assign.

## **Junior Internal Auditor Requirements – Skills, Knowledge, and Abilities**

- Complete a four-year program in accounting and obtain a Bachelor's degree from a college or university
- Strong ability to read, understand, analyze, and interpret governmental regulations, professional journals, general business periodicals, technical procedures, and other relevant materials and reports
- Strong ability to prepare procedure manuals, business correspondence, and reports

- Strong ability to effectively respond to questions and present information to the general public, clients, and groups of managers
- Strong mathematical skills to perform simple calculations such as volume, discounts, commissions, interest, proportions, area, percentages, circumference
- Strong ability to apply concepts of basic geometry and algebra in work situations
- Strong reasoning and analytical skills to solve practical problems
- Strong ability to comprehend and interpret various instructions presented in different forms, including oral, written, schedule, and diagram
- Possess relevant certification, such as CIA or CPA.