

Senior Audit Manager Job Description

Duties and Responsibilities:

- Implementing the audit plan designed by the Internal Audit Manager
- Planning and performing financial and operational audits
- Identifying business process risks
- Creating various testing methods to evaluate the adequacy of controls
- Documenting the results of the evaluations
- Deciding the best ways to schedule projects/audits
- Decide how best to allocate audit resources, and improve audit procedures/processes
- Oversee each work performed by peers or subordinates
- Resolve issues that fall out of normal procedures
- Create an audit engagement scope
- Make sure that field work(s) are completed
- Prepare audit reports reflecting the results of the work performed
- Carry out complex analysis and resolving complicated issues that require high precision
- Design creative ways to train subordinates, and monitor output delivery
- Decide how best to respond to customers, while increasing quality and pace overtime
- Identifying and preventing issues and taking time to nullify negative impacts or increase benefits
- Report to the Supervisory Committee and to organization's management, audit results, and observations
- Offer functional training and advice to Internal Audit staff and mentors less-experienced and new team members
- Working independently, receiving day-to-day instructions, with general guidance on assignments
- Coming up with ways to improve processes, services, and products to internal and external customers.

Senior Audit Manager Requirements – Skills, Knowledge, and Abilities

- Bachelor's degree in Accounting, Finance, or in a related discipline
- Possess 5+ years of audit experience, financial institution experience desirable
- Possess 5 years of management experience
- Should be a Certified CIA or CPA (or actively working towards earning a designation)
- Have a robust working knowledge of accounting theory and practice
- Should be familiar with financial institution laws and regulations and best practices
- Have a good understanding of internal controls
- Possess sound knowledge of business risks and practices, and business process improvements
- Have knowledge of Institute of Internal Auditor's standards
- Must possess management, organizational, team building, coaching, and mentoring skills
- Strong analytical, statistical, and problem-solving skills
- Must be skilled in planning, productivity, and workload management
- Possess a high level of work ethic and integrity
- Should be able to multi-task and meet established deadlines
- Ability to investigate records, history, audits, and many more
- Possess effective negotiation and relationship skills and in working with all levels of management
- Ability to see sensitive issues for timely communication and/or escalation
- Should be able to exercise sound judgment and discretion
- Must be able to share information appropriately with awareness of its effect on others
- Strong verbal communication and writing skills
- Demonstrate the ability to clearly provide written reports that clearly summarize issues
- Ability to present solutions in an understandable and logical manner
- Must be proficient in Microsoft Office, SharePoint, and other utility applications (e.g. ACL/IDEA).