

Internal Audit Manager

SUMMARY:

Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Reviews data regarding material assets, net worth, liabilities, capital, surplus, income, and expenditures.
- Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions.
- Conducts surprise cash counts, inspects notes receivable and payable, negotiable securities, and cancelled checks.
- Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating asset portfolio items. (i.e., loans, investments, land and buildings, equipment, etc.)

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)