

Internal Auditor

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.
- Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds.
- Examines payroll and personnel records to determine compliance to organization policy and regulatory requirements. (i.e., withholding, workman's compensation, etc.)
- Examines operation as against the established board policies relative to asset/liability management, liquidity, equity, security, and risk assumption.

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