1. Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements.
2. Identified various risks and errors in accounts to propose corrective action to client management.
3. Analyzed trends over monthly, quarterly and annual financial data to investigate fluctuations.
4. Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
5. Produced and reviewed audit reports for submission to inspector general and advised inspector general on audit recommendations and internal controls.
6. Performed extensive assessments of accounts, including payables and receivables, equity, debt and revenue to verify accuracy in financial reports.
7. Developed and enforced audit policies and administrative and technical functions.
8. Established alternative audit, accounting and internal control procedures and recommended process improvements to aid clients in addressing deficiencies.
9. Developed auditing program to address risks and evaluate regulatory requirements.
10. Coordinated, managed and implemented projects for auditor and examiner evaluations.
11. Prepared working papers, reports and supporting documentation for audit findings.
12. Performed strategic planning, execution and finalization of audits.
13. Gathered and analyzed financial data to determine improvement efforts.
14. Met with clients to identify and assess business controls, risks and workflow inefficiencies.
15. Conducted financial, compliance and operational audits.
16. Analyzed accounting systems for efficiency and effectiveness.
17. Maintained professional knowledge by attending [Number] [Type] and [Type] workshops annually.
18. Executed litigation support by examining canceled checks, expense accounts, invoices and bank records.
19. Established internal control systems by updating audit programs.
20. Achieved $[Amount] cost savings by discovering opportunities to amend contract agreement.
21. Completed all phases of audit engagements, including planning, budgeting, fieldwork and supervising [Number]-member team.
22. Organized training for cross-functional teams on [Timeframe] basis to achieve greater performance and results.
23. Developed and implemented corrective actions to bring business areas in line with standards.
24. Performed auditing work in accordance with GAAS (Generally Accepted Auditing Standards) to meet rigorous standards.
25. Followed up on reviews to assess and report on completion or progress of corrective actions.
26. Worked audit engagements for wide variety of industries, including engineering, manufacturing, non-profit and human resources.
27. Complied with federal, state and local requirements.
28. Identified management control weaknesses and provided value added suggestions for remediation.