1. Analyzed accounting systems for efficiency and effectiveness.
2. Produced and reviewed audit reports for submission to inspector general and advised inspector general on audit recommendations and internal controls.
3. Gathered and analyzed financial data to determine improvement efforts.
4. Developed auditing program to address risks and evaluate regulatory requirements.
5. Completed audit papers by thoroughly documenting audit tests and findings.
6. Prepared working papers, reports and supporting documentation for audit findings.
7. Developed and enforced audit policies and administrative and technical functions.
8. Performed strategic planning, execution and finalization of audits.
9. Coordinated, managed and implemented projects for auditor and examiner evaluations.
10. Participated in billing and collections operations to facilitate client payment of overdue invoices.
11. Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
12. Developed high-level knowledge of client business goals, policies and procedures to establish foundation for targeted problem solutions.
13. Communicated with clients to engage in cross-selling and upselling activities and improve business generation results.
14. Cultivated mutually beneficial relationships with clients and company financial officers to facilitate improved business operations.
15. Advised clients of [Type] industry trends and emerging conflicts and presented solutions that enhanced client business goals.
16. Assisted clients with [Type] project development and execution to facilitate positive outcomes and strengthen business relationships.
17. Interacted with internal staff and clients to improve operational knowledge of relevant tax issues and business implications.
18. Attended [Type] industry conferences to gain understanding of industry trends and engage with current and potential clients.
19. Partnered with internal managers to deliver client proposals and presentations and increase department sales revenues.
20. Trained and mentored department staff on policies and procedures to establish strong foundation for client development and service activities.
21. Conducted strategic and technical reviews to verify compliance with quality control standards, schedule constraints and budget parameters.
22. Determined effectiveness of current control structures.
23. Achieved $[Amount] cost savings by discovering opportunities to amend contract agreement.
24. Analyzed complex client problems and generated targeted solutions that resolved outstanding issues while enhancing client business positions.
25. Evaluated design and operating effectiveness of audit areas using [Technique].
26. Conducted financial, compliance and operational audits.