1. Performed strategic planning, execution and finalization of audits.
2. Produced and reviewed audit reports for submission to inspector general and advised inspector general on audit recommendations and internal controls.
3. Coordinated, managed and implemented projects for auditor and examiner evaluations.
4. Developed and enforced audit policies and administrative and technical functions.
5. Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
6. Developed auditing program to address risks and evaluate regulatory requirements.
7. Prepared working papers, reports and supporting documentation for audit findings.
8. Completed audit papers by thoroughly documenting audit tests and findings.
9. Reviewed clients' [Type] systems and procedures for internal control to assess for compliance and signs of fraud.
10. Performed analytical review of audit documents such as [Type].
11. Gathered and analyzed financial data to determine improvement efforts.
12. Compiled data and insights derived from [Type] research to inform licensed auditors' risk assessments.
13. Analyzed accounting systems for efficiency and effectiveness.
14. Assisted in office administration and client communication to help manage auditors' workload.
15. Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors.
16. Supervised and developed associates and oversaw auditing activities across operational, personnel utilization and excessive billing areas.
17. Prepared [Type] reports and other documentation to support licensed auditor's opinions.
18. Maintained professional knowledge by attending [Number] [Type] and [Type] workshops annually.
19. Conducted compliance audits of payments and receipts to determine compliance with [State] food and agriculture regulatory requirements.
20. Interviewed business owners, explained audit scope and conducted exit interviews of audit findings.
21. Conducted financial, compliance and operational audits.
22. Analyzed data and findings and prepared reports for lead auditor detailing [Type] production.