1. Produced and reviewed audit reports for submission to inspector general and advised inspector general on audit recommendations and internal controls.
2. Completed audit papers by thoroughly documenting audit tests and findings.
3. Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
4. Gathered and analyzed financial data to determine improvement efforts.
5. Developed and enforced audit policies and administrative and technical functions.
6. Analyzed accounting systems for efficiency and effectiveness.
7. Prepared working papers, reports and supporting documentation for audit findings.
8. Performed strategic planning, execution and finalization of audits.
9. Coordinated, managed and implemented projects for auditor and examiner evaluations.
10. Complied with established internal procedures by examining reports, processes, and documentation.
11. Determined effectiveness of current control structures.
12. Developed auditing program to address risks and evaluate regulatory requirements.
13. Conducted financial, compliance and operational audits.
14. Identified management control weaknesses and provided value added suggestions for remediation.
15. Interviewed business owners, explained audit scope and conducted exit interviews of audit findings.
16. Supervised and developed associates and oversaw auditing activities across operational, personnel utilization and excessive billing areas.
17. Facilitated financial and operational audits, working with internal and external managers to communicate recommendations or issues surrounding audits.
18. Managed internal controls and assessed risks of technology network by performing information system audits of each division.
19. Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
20. Evaluated design and operating effectiveness of audit areas using [Technique].