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