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