1. Coordinated, managed and implemented projects for auditor and examiner evaluations.
2. Analyzed accounting systems for efficiency and effectiveness.
3. Produced and reviewed audit reports for submission to inspector general and advised inspector general on audit recommendations and internal controls.
4. Prepared working papers, reports and supporting documentation for audit findings.
5. Completed audit papers by thoroughly documenting audit tests and findings.
6. Gathered and analyzed financial data to determine improvement efforts.
7. Performed strategic planning, execution and finalization of audits.
8. Developed auditing program to address risks and evaluate regulatory requirements.
9. Developed and enforced audit policies and administrative and technical functions.
10. Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
11. Maintained professional knowledge by attending [Number] [Type] and [Type] workshops annually.
12. Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
13. Managed internal controls and assessed risks of technology network by performing information system audits of each division.
14. Conducted compliance audits of payments and receipts to determine compliance with [State] food and agriculture regulatory requirements.
15. Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
16. Determined effectiveness of current control structures.
17. Interviewed business owners, explained audit scope and conducted exit interviews of audit findings.
18. Conducted financial, compliance and operational audits.
19. Achieved $[Amount] cost savings by discovering opportunities to amend contract agreement.
20. Identified management control weaknesses and provided value added suggestions for remediation.