



## Elisha Erdman

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### EXPERIENCE

#### INTERNAL AUDIT SPECIALIST

**Detroit, MI**

05/2014 – present

- Assist in managing client engagements to include planning, scheduling, and ensuring completion of all work
- This job description reflects management's assignment of essential functions, it does not prescribe or restrict responsibilities that may be assigned
- Manage auditee relationship, including facilitating meetings and discussions of findings, and presentation of draft and final reports in a professional manner
- Keep abreast of company policies and procedures, current developments in accounting and auditing professions
- Provide information and supporting documentation to the Internal Audit Manager – Europe, Audit Director and/or Managing Partner of Internal Audit as input for internal audit recommendations
- Support District Manager in improving district CSM and business process compliance to achieve district and company goals
- Supervise the detailed execution and communication of specific elements of the risk-based work plan, including Accenture management and Audit Committee special project requests

05/2009 – 11/2013

#### IT AUDIT SPECIALIST

**San Francisco, CA**

- Reviews work performed to assess whether change in scope is necessary to mitigate risks
- Consult with businesses to improve risk management practices throughout the company
- Performs special assignments or other duties as directed by Management
- Documents all work thoroughly, clearly and concisely to allow for efficient review by audit management
- Leads meetings, discussions and interviews with company management including senior management
- Maintains audit time records and monitors performance against approved audit time budgets
- Provides on the job training to assigned auditors

06/2004 – 11/2008

#### AUDIT SPECIALIST

**Phoenix, AZ**

- Assist in the evolution of the department's supporting infrastructure by evaluating the alternative courses of action; recommending adjustments and improvements; and participating in the department's ongoing transformation into a continuous improvement culture
- Performs routine tasks related to audit issues
- Assists with the preparation of audited financial statements
- Being familiar with project management
- Being familiar with ISO / ITIL standards
- Master in using Office software
- Plans, interviews, and assesses controls and procedures

### EDUCATION

#### CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Bachelor's Degree in Accounting**

### SKILLS

- Detail oriented, strong analytical skills, team player, aptitude for numbers, excellent interpersonal skills, and a focus on the client
- Quality focused with strong attention to detail
- Has basic or good knowledge of best practices and how own area of expertise integrates with others
- Provide exceptional customer service to the site I-9 coordinator and HR Generalist/Business Partner to answer inquires and provide coaching on I-9 compliance procedures
- On occasion, the incumbent will be expected to lead small teams of auditors audits with limited management supervision in addition to actively performing audit work
- Ability to be detail oriented and quality focused
- Ability to remain knowledgeable of current payer specific reimbursement regulations and remain abreast of changes to policy through client websites, etc
- Preparation and management of the External Confirmation process in accordance to PwC guidelines, including database set up, sending and receiving, follow up with third parties, and reporting back to engagement teams
- Tests of details and controls for fixed asset, inventory, other asset additions, interest income/ expense and

dividends including understanding policies, auditing procedures, evaluation of qualitative items

- Ability to quickly gain a sound foundation of knowledge of the various major provider accounts receivable systems