

Resume Sample for position «Senior, Internal Audit»

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EXPERIENCE

SENIOR INTERNAL AUDIT AVAILABLE

Philadelphia, PA

08/2014-present

- Create and develop new audit programs to improve financial controls
- Organize internal client meetings and manage financial disclosures
- Draft and present audit reports for upper management
- Review and oversee staff auditor's documentation
- Lead internal financial, operational and compliance audits
- Coordinate the timing of assigned work with management and execute detailed audit procedures to ensure completion of work on time and within budget
- Perform advisory work for key processes or projects being implemented consisting of evaluating gaps and risk and providing guidance prior to implementation

10/2009 - 05/2014

AUDITOR, SENIOR INTERNAL AUDIT

Dallas, TX

- Works with broad discretion as to work details on assignments of a varied and difficult nature
- Makes recommendations regarding corrective action and reviews audit findings with Managers
- Plans methods to be followed in the conduct of audits; recommends activities to be examined, the extent of examination, and establishes completion schedules
- Working knowledge of SQL Server Reporting Services
- Provides analysis prior to and following any recommended changes
- Develops audit programs for specific audits or operating entities
- Creates and maintains multiple continuous auditing reporting tools

04/2004 - 09/2009

SENIOR INTERNAL AUDIT

Phoenix, AZ

- All work performed is moderately supervised; generally provides guidance to staff on assignments of low to medium complexity as assigned by the in-charge
- Work with Internal Audit and client management and staff to identify feasible resolutions to control weaknesses and opportunities for improvement
- Provide audit assistance to external auditors in their performance of other annual financial statement audits
- Identify new risks and provide assistance in developing controls
- Perform other duties as assigned by Audit Manager
- Preform reviews to evaluate and improve the effectiveness of Control Systems, SOX monitoring, Financial Risk Management and Fraud Recognition
- Work with management on key initiatives and projects

EDUCATION

ILLINOIS STATE UNIVERSITY

Bachelor's Degree in Accounting

SKILLS

- Knowledge of cable television products and services
- · Ability to communicate orally and in writing in a clear, straightforward, and professional manner
- Ability to analyze and interpret data
- Ability to work independently to execute and manage multiple projects at one time and conflicting priorities
- Ability to evaluate systems and procedures and develop improvements
- Ability to use personal computer and software applications (i.e. word processing, spreadsheet, etc.)
- Ability to act as a project leader to develop team members, assign work, and monitor responsibilities
- Ability to interact positively and communicate with all levels of staff and management
- General understanding of the COSO framework, risk assessment, control analysis and audit methodologies including internal control concepts