

****Company Name***

*Position Title:	Title: Principal Auditor
*Location:	Geographic Location: Atlanta
*Position Type:	Full-Time or Part-Time/Temporary or Permanent: Fulltime
*Compensation:	Salaried or Hourly – if desired indicate salary or hourly range here: Salaried
*Start Date:	Date or Timeframe of Start Date for Position: Immediately

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***JOB DESCRIPTION**

Inspect overall internal control processes to determine accuracy of financial statement account balances and compliance with laws and regulations, company policies and procedures, and GAAP.

Ensure Company resources (e.g., cash, physical assets, property, and computer equipment/software/passwords and personnel information) are used effectively and efficiently in the process of achieving long-term growth in the value of the Company.

Write draft audit comment that summarizes audit findings and recommendations and discuss the validity of the comment with the responsible client employee.

Prepare written audit report provided to client and senior management that incorporates the individual audit comments and summarizes the scope, significant issues, and overall audit ranking.

Gather reports, designs, records, bill, or invoices in order to test key control attributes.

***JOB REQUIREMENTS**

Job Profile: Education: Bachelor's Degree or equivalent work experience
Related Work Experience: At least 3 years
Job Profile: Core Competencies:

Drives Innovative Business Improvements: Develops new insights into solutions that result in organizational improvements; promotes a work environment that fosters creative thinking, innovation and rational risk-taking.

Balances Immediate and Long-Term Priorities: Seeks to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.

Delivers Results: Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations.

Imports and Exports Good Ideas: Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.

Develops and Inspires Others: Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.

Technical Skills:

Generally Accepted Accounting Principles. Knowledge of U.S. and local Generally Accepted Accounting Principles (GAAP).

Balance Sheet Reconciliation. Ability to compare data from various data sources and identify inconsistencies or variances.

Data Collection. Knowledge of data collection methods. This includes obtaining information through reading, interviews, observations, and Surveys.

Financial Policies and Procedures. Knowledge of the Company's financial policies and procedures including Standard Practices and Procedures, Standard Accounting Codes, Reporting And Budgeting, Code of Business Conduct, ISSCOM, as well as internal policies and procedures specific to area of responsibility (e.g., controller's group, fountain, operations, manufacturing).

