

Audit Manager 150-160k

#### Job Qualifications

This position requires:

- A college degree.
- CPA and/or CIA required
- Min 10 years audit experience within the domestic and offshore mutual fund business; experience should include both financial and operational audits
- Areas of expertise should include: fund accounting, financial reporting, third party service providers, transfer agent operations, etc
- Strong written and verbal communication skills required. Role includes frequent presentations to mutual fund board of directors
- Strong interpersonal skills.
- travel both domestically and globally

#### Job Description

Audit Managers are responsible for assisting the Chief Audit Officer in the development and implementation of the internal audit program designed to assess the relative accuracy of information, the effectiveness of internal controls, and compliance with management instituted policies and procedures and applicable regulatory rules and regulations.

#### Specific Responsibilities

Maintain high standards of audit quality by the following means:

- Perform and review risk assessments
- Monitor the status of audits and review workpapers to ensure that sufficient documentation has been gathered to support audit findings and that the workpapers comply with Internal Audit Department standards.
- Participate in audit planning, progress, and wrap-up meetings
- Prepare and review audit report drafts to ensure full and complete reporting of essential information in a professional manner

Assist the Chief Audit Officer in accomplishing the following:

- Preparation of annual audit plans/risk assessment
- Recruitment of staff efforts
- Preparation of staff evaluations
- Communication of audit plans with department heads
- Preparation of Audit Committee materials and presentation to the Audit Committee as necessary
- Preparation of department budget
- Completion of AXA Quarterly Report of Changes in Internal Controls
- Completion/Update of AMS in preparation of the monthly KPI Reporting

#### Job Expectations

The Audit Manager is also expected to:

- Conduct audits specifically assigned to them

- Keep current as to the development of relevant industry, regulatory and corporate matters that may affect the firm and the scope of the Internal Audit Department's work
- Keep abreast of evolving audit techniques and practices
- Assist the Chief Audit Officer in contributing to the strength of the Internal Audit Department through participation in appropriate professional associations
- Coordinate audit activities with the other Internal Audit teams when appropriate
- Demonstrate leadership qualities in all aspects of their responsibilities.
- Mentor and develop staff

Beverly Sugar  
Easton Personnel  
[Beverly@eastonpersonnel.com](mailto:Beverly@eastonpersonnel.com)  
212 843 0300 x222