



POSITION SUMMARY STATEMENT

Under the direction of the Internal Audit Manager, the Internal Auditor is responsible for assisting in the delivery of internal audit services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under direction of Internal Audit Manager, the Internal Auditor is responsible for the timely execution of internal audits as assigned, as well as assisting with other audit matters and projects
- Selects and documents representative audit samples based on established methodologies
- Conducts audit testing and identifies and reports audit issues
- Reviews the effectiveness of internal control design and recommends improvements as warranted
- Determines auditee compliance with policies, procedures, or selected attributes
- Prepares audit work papers based on standardized formats sufficient to support audit conclusions reached
- Effectively communicates audit progress, issues and findings verbally and in writing
- Meets and effectively interacts with ASICS managers, employees, consultants, customers and outside vendors
- in meetings
- Supports external auditors as directed
- Performs special projects as directed
- Works independently or as part of a team as required
- Maintains the confidentiality of sensitive audit and company information

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- 1 - 3 years internal or external audit experience preferred
- Big 4 experience a plus
- Bachelors degree in Accounting strongly preferred
- Certified Internal Auditor preferred
- Excellent verbal and written communication skills
- Good interpersonal and problem solving skills
- Good computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint), Lotus Notes and SAP experience a plus

COMPETENCIES:

- Adaptability, Communication, Detail Oriented, Embraces Change, Honesty and Integrity, Organization, Positive, Professionalism, Results Oriented, Solution Oriented, Teamwork, Time Management