

Job Description

Job Title: Internal Auditor

Date: January 1, 2015

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road,
Amherst, NY 14228

Industries: Professional Development

Job Type: Full Time

Reports To: CFO and CEO

Dept: Finance

General Description

The internal auditor serves a very important role; the role of making sure the finance department is in compliance of the law. The internal auditor is also pivotal in discovering any financial reporting mistakes made.

Reporting Relationships

The internal auditor will report to the CFO with the exceptions of any job tasks that include auditing the CFO (In which case, the CEO will be reported to).

Duties and Responsibilities

The Internal Auditor shall ensure the compliance of corporate policies as well as external laws. Extensive analysis of firm performance must be conducted to calculate risks and support the Head Accountant in financial reporting tasks. Risk analysis is also important to support the CFO in forecasting future budgets and cutting costs in the necessary departments. Daily tasks include reading through company financials and determining the source of revenues, costs, profits, assets, liabilities, and cash flows. Monthly reports of employee performance and company performance must be created. The internal auditor is also responsible for a yearly assessment, which will be reported to the CFO.

Position Requirements

- Bachelor's Degree in Accounting
- Organization Skills, Interpersonal Skills, and Quantitative Skills
- Proficiency with Excel and Other software Programs
- Thorough knowledge in the subject of Accounting and reporting procedures
- Knowledge of tax law and general financial laws is preferred
- Knowledge of business ethics is required