Title: Internal Audit Intern
Location: 1 ADP Drive, Roseland, NJ
Start Date: 5/23/2016

Job Description:
Working with general supervision, the Internal Audit Intern will conduct testing and documentation activities for financial/operational internal audits. The principal business outcome for this position is to assess and evaluate the internal control environment by conducting internal audits and compliance testing. Intern consults with various levels of the organization including management, for validation and resolution of audit findings. The Intern will interact with his or her supervisor daily to receive guidance and feedback.

Primary Responsibilities:

• Perform audit procedures related to financial/operational and SOX processes, including identifying, defining and documenting issues, developing criteria, reviewing and analyzing evidence, documenting client processes and procedures, and working collaboratively with management to identify actions needed.
• Communicate or assist in communicating the results of audits (financial/operational and SOX).
• Develop and maintain productive client and staff relationships through individual contacts and group meetings.
• Assess internal control elements to mitigate risks regarding the confidentiality, integrity, and availability of business information.
• Perform related work as assigned by Internal Audit management.
• Work collaboratively and cross-functionally with other major business units throughout ADP.
• Model the high level of customer service expected of all ADP associates including, but not limited to, responding to voice mails and emails within organizationally defined timeframes, completing projects as committed, responding to others’ feedback appropriately, and making optimal use of organizationally limited resources by offering assistance to other functional teams when appropriate.
• Adhere to all organizational and professional ethical standards.
• Manage relationships in ways acceptable to others and to the organization

Qualifications:

• Completed at least 2 years of a 4 year degree program, Finance, Accounting, Business Administration, Economics, information technology, or liberal arts field of study preferred
• Basic understanding of internal auditing
• Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
• Excellent communication (verbal, written and reporting) skills
• Able to demonstrate attention to detail, superb organizational and follow up skills
• Ability to work effectively under time constraints while maintaining a positive service attitude
• Willingness to learn and self-motivated
• Exhibits leadership skills and works well in a collaborative environment
• Maintain strict confidentiality and discretion
• Proactive, can-do attitude and a desire to learn
- Ability to recognize and deal appropriately with sensitive and confidential information
- Proficiency in finding information on the internet
- Aptitude towards organizing projects, multi-tasking
- Quantitative, analytical, process and troubleshooting skills
- Project management, analysis and research skills
- Ability to interact with all levels of the organization
- Preferred areas of concentration: operational audit, internal audit
- Ability to organize data, analyze data and produce reports

**Application Instructions:**

To submit your interest, visit our career site at [jobs.adp.com](http://jobs.adp.com) and search for requisition #116692.