



## Job Description

Job Title: Internal Audit Intern Date: May 21, 2026  
Division: Internal Audit  
Reports To: Director – Internal Audit  
Grade Level: 12  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary  Intern

## Job Summary

The Internal Audit Intern will support the Internal Audit Department in evaluating and improving the SDA's governance, risk management, and internal control environment. This role provides hands-on exposure to operational, financial, compliance, and technology-related audit activities while helping strengthen the foundation of the internal audit function through process improvement, documentation, testing, and analysis.

The internship offers an opportunity to gain practical experience in internal audit, internal controls, operational risk management, and business process evaluation within a collaborative and mission-driven environment

## Essential Duties and Responsibilities

1. Assist with tracking audit activities, open issues, remediation efforts, and overall Internal Audit Plan progress.
2. Support operational, financial, compliance, and information systems audits through walkthroughs, documentation review, control testing, and analysis.
3. Participate in evaluating business processes, risks, internal controls, and system workflows to identify improvement opportunities.
4. Assist in preparing audit workpapers, process documentation, testing results, and audit support materials.
5. Attend audit meetings, status meetings, walkthroughs, and discussions with business stakeholders.
6. Support process improvement and automation initiatives designed to enhance operational efficiency and strengthen controls.
7. Assist with analysis of data, reports, and system-generated information related to audit and control activities.
8. Help maintain organized audit documentation in accordance with departmental standards and professional practices.
9. Collaborate with Internal Audit team members on special projects, research, and other assignments as needed.
10. Perform additional duties and assignments as directed by Internal Audit management.

### **Required Skills and Abilities**

1. Strong analytical and problem-solving skills related to business processes, systems, and controls.
2. Ability to take initiative and work both independently and collaboratively within a team environment.
3. Strong interpersonal skills, professionalism, and emotional intelligence.
4. Demonstrated integrity, accountability, and willingness to learn.
5. Interest in process improvement, automation, and operational efficiency initiatives.
6. Strong written, verbal, and interpersonal communication skills.
7. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
8. Strong organizational skills and attention to detail.
9. Ability to manage multiple priorities and meet deadlines.
10. Ability to successfully complete required background checks.

### **Required Education and Experience**

1. Currently pursuing a Bachelor's degree or entering a Master's/MBA program in:
  - a. Accounting
  - b. Finance
  - c. Business Administration
  - d. Information Systems
  - e. Management Information Systems
  - f. Computer Information Systems
  - g. or a related field
2. Interest in Internal Audit, Risk Management, Internal Controls, Compliance, Operational Risk, or Information Technology Risk.
3. Familiarity with data analysis, reporting tools, or technology-enabled business processes.
4. Exposure to accounting, finance, auditing, cybersecurity, data analytics, or ERP systems is a plus.

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**Physical Demands**

Minimal

**Certificates and Licenses Required**

Valid driver license

Candidate must have reliable transportation