Dollar General Corporation
Internal Auditor I

General Summary: Assists primarily in conducting store inventory observation and store related analysis. Work with other IA members to formulate value-added solutions for any identified opportunities. Work requires a general knowledge of company operations in addition to specific knowledge of certain areas of concentration. Research, testing, analyzing and reporting are the primary functions performed in the position. Communication skills and the ability to adapt rapidly to changing circumstances are essential to the position.

Duties and Responsibilities:
• Assist in completing audits in accordance with the annual audit plan, which primarily includes research, testing, analyzing, and reporting. Follow up on any established management action plans. Complete the required number of annual store inventory observations.
• Assist in Sarbanes Oxley control testing and assist external auditors with process walkthroughs.
• Co-develop analysis reports with other Internal Audit members to be shared with executive management.
• Develop suggestions for improvements to retail operations based on stores visited and analysis.
• Communicate with Audit Manager on a weekly basis.
• Develop professional skills by completing the necessary audit related continuing education.
• Be able to travel when necessary.

Knowledge and Skills:
• Knowledge of retail operations.
• Ability to recognize control weaknesses.
• Analytical and problem solving abilities to be used in suggesting areas for possible improvement.
• Gather pertinent information through interviews and inspection of stores and documents.
• Good organization and communication skills, both written and oral.
• Ability to complete assigned work within budgeted amount of time.
• Experience with MS Office applications and other data analysis tools.
• Be a team player.
• Be customer service driven.
• Confidentiality is a must.

Work Experience and/or Education: Bachelor's degree in accounting, finance or business management required. One year of relevant work experience is preferred. Advanced degree and CIA and/or CPA certifications preferred, but not required.

Note: This job description represents and overview of the responsibilities for the above referenced position and is not intended to represent a comprehensive list.

Mary Montgomery
Internal Audit Manager
DOLLAR GENERAL
100 Mission Ridge Drive
Goodlettsville, TN 37072
Phone: (615) 855-4552
mmontgom@dollargeneral.com