Title: **IT Auditor**	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for auditing new and existing information system applications and infrastructure to ensure that appropriate controls exist and that procedures are in compliance with Department standards, for conducting operational audits for data security and information integrity, and for providing technical expertise and assistance to other staff auditors in routine performance and process audits.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review and evaluate the internal controls for the Department's information systems.
- Design and implement an audit plan and program to test the controls and security over information system applications and operations.
- Provide technical input, as needed, in the development of software systems within the Department.
- Prepare reports presenting findings and recommendations to policies, procedures and controls.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting OR the educational equivalent to a bachelor's degree from an accredited college or university in a related field with CPA certification. Statewide travel, including overnight travel as necessary. Valid driver's license. Working knowledge of Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards. Strong organizational and communication skills. Ability to interpret and apply Department policies and procedures. Certification as a Public Accountant (CPA), Internal Auditor (CIA), and/or Information Systems Auditor (CISA) preferred. Working knowledge of business processes and IT general controls. Information systems audit knowledge or experience preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

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