

Title: Senior Systems Auditor	Effective Date: April 27, 2012	Grade: XIV	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the general guidance of the Chief Auditor, 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.
- Plan and execute audits in accordance with accepted standards.
- Prepare reports presenting findings and recommendations to policies, procedures and controls.
- Perform special reviews at the request of management.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Minimum two years prior auditing experience with working knowledge of business processes and IT general controls. Ability to interpret and apply Departmental organizational and operations procedures. Proficiency in Microsoft Word, Excel, and Access. Knowledge of Government Auditing Standards. Certification as a Public Accountant (CPA), Internal Auditor (CIA) or Information Systems Auditor (CISA) desired. Statewide travel.

("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.)

