



Position Title: Senior Information Systems Auditor
Department: County Auditor
Grade Level: Dependent upon experience

JOB SUMMARY

This position performs moderately complex to complex audits of transactional systems to ensure compliance with security, regulatory, and internal control requirements; prepares work papers to clearly document and support conclusions; identifies potential vulnerabilities; recommends corrective actions; and generates audit reports based on findings.

ESSENTIAL JOB FUNCTIONS

- Audits transactional systems to ensure compliance with federal and state statutes and county policy.
- Audits IT domains including:
 - Information Security;
 - Data Governance and Management;
 - Network and Internet Security,
 - Business Continuity, Planning and Disaster Recovery;
 - User Access;
 - Data Center and IT Operations;
 - IT Governance;
 - Systems Development Life Cycle (SDLC);
 - Project Management Life Cycle;
 - Application Change Management;
 - Websites and Mobile Applications;
 - Cloud Computing;
 - IT Asset Lifecycle Management;
 - IT Problem Management Help Desk and Service Level Management;
 - Enterprise Applications including Application security architecture;
 - Application access;
 - Server-level access and controls;
 - Database-level access and controls;
 - System interface controls to ensure completeness, accuracy, and data integrity; and
 - IT infrastructure to ensure adequacy of vulnerability assessment and penetration testing.
- Works with the Audit Manager to plan information systems audit engagements, which include but are not limited to general, technical, operational, financial, compliance, program and investigative audits; recommends audit objectives and scope; helps to assess audit risk; and provide appropriate and necessary resources.
- Facilitates the communication of audit results through written reports and oral presentation to management.
- Engages in appropriate contact with other departments, officials, personnel, and agencies via phone and computer.
- Ensures information system audits meet established IIA, ISACA, and GAGAS standards.
- Prepares work papers to ensure evidence is sufficient and relevant to the objectives of the audit.
- Monitors work progress and reports schedules to ensure audits are on track.
- Drafts audit reports, ensures relevant items are included and stated accurately and all references to statutes and best practices are accurate and relevant to the area(s) cited.
- Works to ensure requisite technical knowledge and skills are current in use of computer assisted audit tools.
- Maintains inter-personal skills required to perform audits.
- Able to report regularly for work and be on time; Performs other duties as assigned by Audit Manager.

QUALIFICATIONS

- Education/Certification:
 - Accounting or computer science major or minor (with business major) required
 - CIA/CPA preferred; CISA required or working on it, with completion within first year of hire.
- 3-6 years' experience in auditing or government accounting.
- Demonstrate understanding, ability to explain data structure and relationships to controls and transactions.
- Proficient in use of IDEA; other CAAT tools and techniques a plus.
- Demonstrate knowledge of generally accepted governmental accounting and auditing principles.
- Knowledge of county department operations, organization, accountability and responsibility a plus.
- Demonstrate skill in preparing clear and precise financial and statistical reports.
- Must demonstrate proficiency working with office software programs, including MS Office (Excel, Word, etc.)
- Must pass Criminal Background check and possess a valid Texas Driver's License.
- Knowledge of business process evaluation and improvement techniques.

COMPETENCIES/JOB PERFORMANCE SKILLS

1. Job Knowledge

- Demonstrates technical skills or knowledge required for key components of the job.
- Understands assignments; analyzes problems quickly.
- Provides suggestions for work improvement.
- Conducts job duties in accordance with rules, regulations and ethical standards.

2. Communication Skills

- Demonstrates good writing skills.
- Able to express ideas and information clearly and effectively in any verbal, written or electronic medium.
- Shares information willingly; responds appropriately to requests for assistance.
- Tactful and diplomatic, even in tense or uncertain situations.
- Courteous to internal and external customers.
- Communicates effectively one to one, in small groups and in public speaking contexts.

3. Quality of Work

- Demonstrates accuracy and attention to detail.
- Follows activities through to completion; provides reliable information.
- Responsive to requests for assistance.
- Follows through and follows up.
- Identifies areas for improvement and seeks appropriate solutions.
- Performs duties in a timely manner and meets deadlines.
- Completes an acceptable volume of work.

4. Interpersonal Skills

- Establishes and maintains effective relations both within the department and with other departments.
- Offers assistance and support to coworkers.
- Participates in team activities; contributes to team

5. Approach to Work

- Shows initiative; seeks ways to streamline processes
- Open to new ideas and approaches; understands and absorbs new information.
- Keeps assignments, projects, work area organized
- Flexible and adaptable to any situation
- Follows instructions; asks questions if uncertain.
- Attendance and timeliness is appropriate for the job and situation
- Conveys a positive and professional image.
- Willingly accepts supervision.
- Keeps management informed of potential issues.

6. Quantity of work

- Sets priorities effectively; plans work to ensure completion on time and when needed
- Uses time and resources efficiently.
- Works in an organized manner.
- Anticipates and resolves problems.

SUPERVISORY CONTROLS

- This position assists the Audit Manager in planning, completing, and analyzing information systems audit, including field supervision and training.
- The Audit Manager assigns work to and directs work of the Senior Information Systems Auditor.
- The Audit Manager reviews the position through conferences, reports, and observation of work activities.

GUIDELINES

Guidelines include generally accepted governmental accounting and auditing principles, information systems and controls, institute of internal auditor principles and practices, and related federal, state and local laws and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- Consists of varied management, accounting, and supervisory duties.
- Strict regulations and the need for accuracy contribute to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, department heads and staff, and IT professionals.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

PAY GRADE AND FLSA STATUS

- Pay Grade: _____ FLSA Status: Exempt
- Date [] Created or [] Revised: _____ Approved by: _____

JOB DESCRIPTION CERTIFICATION

I certify I have read and understand this job description and it is an accurate description of my work.

Employee's Signature _____ Print Name _____ Date _____

I certify I have read and understand this job description and it is an accurate description of this employee's work.

Supervisor's Signature _____ Print Name _____ Date _____

Galveston County will provide equal employment opportunity for all qualified applicants and current employees without regard to race, color, religion, ancestry or national origin, genetic information, disability, Vietnam era and disabled veteran status, age or sex (except where age or sex is a bona-fide occupational qualification), and marital status in human resources matters, including recruitment and hiring, training, promotion, salaries and other compensation, transfer and lay off or termination. In the implementation of this policy, we will actively seek persons for all job levels within the organization and outside the organization through promotions and recruitment from all races and genders. In addition to these protected categories, Galveston County complies with the anti-discrimination statutes in each of the localities in which it operates. Galveston County recognizes its duty to comply with the American with Disabilities Act and when applicable, the Rehabilitation Act of 1973. Contact the Human Resources Department with questions regarding ADA accommodations or discrimination issues at (409) 770-5418.