

***Dekalb County***

<b>*Position Title:</b>	Internal Audit IT, Senior
<b>*Location:</b>	Dekalb County Government – 1300 Commerce Dr, Decatur, GA 30030
<b>*Position Type:</b>	<b>Full-Time - Permanent</b>
<b>*Compensation:</b>	<b>Salaried</b>
<b>*Start Date:</b>	<b>ASAP</b>

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**\*JOB DESCRIPTION**

**Internal Auditor IT, Senior**

**POSITION SUMMARY:**

*This position will perform complex internal IT audits for the County.*

**MAJOR JOB RESPONSIBILITIES:**

Assists the IT Audit Manager in executing the information technology audits on the audit plan. Coordinates, conducts and lead audits and reviews of DeKalb County's information technology operations, programs, risks, controls, contracts and agreements. These projects will be completed in compliance with professional audit and office standards, to promote accountability, integrity and process improvement in DeKalb County. Monitors compliance of work products with appropriate professional audit standards.

Assists the IT Audit Manager in planning audit projects by developing risk-based scopes, methodologies, and audit programs. Prepares, researches and designs evaluations of programs, systems, controls, policies, procedures and other functions using audit and analytical techniques. Executes complex information technology tests of controls associated with applications, system operations, and supporting infrastructure. Analyzes supporting evidence, draws logical conclusions and develops appropriate findings and recommendations.

Ensures audit conclusions are based on a complete understanding of the process, circumstances, and risk to the organization. Prepares thorough, complete and accurate documentation of work performed. Prepares oral and written briefings. Prepares draft and final reports. Establishes good working relationships with IT and business units at various levels to identify and understand process changes or system implementations that are relevant to areas identified in the audit plan.

Tracks and follow-up on audit findings and recommendations. Perform management requested reviews and other special projects as assigned by the IT Audit Manager and the Chief Audit Executive.

Performs other duties as directed.

**JOB REQUIREMENTS:**

Bachelor's degree in Finance, Public/Business Administration, Information Technology or a related field; and four years of related professional auditing, evaluation or analysis experience, including at least two years auditing Information Technology General Computing Controls (ITGC's) and knowledge of government compliance and accounting laws and regulations.

Ability to conceptualize and analyze business procedures and prepare detailed data and process flow diagrams using graphical depiction and data analysis tools.

Knowledgeable in IT Project Management methodology, including Systems Development Life Cycle (SDLC) and Oracle IT application and accounting system control configurations. Understanding of network, server, database and application system configuration methodologies.

Able to ascertain control integrity, perform risk assessments and analysis and make recommendations for strengthening control environments.

**Specific License or Certification Required**

Must possess and maintain a valid Georgia driver's license.

Information Technology audit certification such as Certified Information Systems Auditor (CISA) and Certified Information Systems Security Professional, knowledge of COSO and experience with Sarbanes Oxley (SOX) audit control testing methods are desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of American Institute of Certified Public Accountants', Generally Accepted Accounting Principles; Generally Accepted Auditing Standards; United States Government Accountability Office's Governmental Auditing Standards (yellow book); and the International Standards for the Professional Practice of Internal Auditing (red book). Knowledge of information technology and operational auditing best practices, skills and techniques, including COSO and COBIT principals; Knowledge of the methods of compiling, reviewing, and analyzing performance, operational and financial data; Skills to effectively use word processing, electronic spreadsheets, graphic presentation software and data query computer languages; Ability to supervise; Ability to understand, interpret and appropriately apply laws, rules, regulations, policies and procedures including in regard to sensitive and confidential information; Ability to confirm whether an entity is following the terms of an agreement, or the rules and regulations applicable to an activity or practice prescribed by an external agency or authority; Ability to analyze problems using sound reasoning to identify alternative solutions and distinguishing between relevant and irrelevant information; Ability to plan, organize and coordinate work assignments based upon objectives, identify problems and opportunities, monitor progress, and accomplish goals; Ability to communicate effectively verbally and in writing to express facts and ideas in a succinct and organized manner and make clear and convincing oral presentations; Ability to establish and maintain effective working relationships with others by listening and facilitating an open exchange of ideas; Ability to learn and develop an understanding of complex organizational and financial processes and systems; Ability to apply technology to improve efficiency and effectiveness of work assignments.

**\*JOB REQUIREMENTS**

Please provide a description of skill sets and other qualification necessary for applicants.

<b>Travel:</b>	<b>0%</b>
<b>Education:</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in Finance, Public/Business Administration, Information Technology or a related field; and four years of related professional auditing, evaluation or analysis experience, including at least two years auditing Information Technology General Computing Controls (ITGC's) and knowledge of government compliance and accounting laws and regulations.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Minimum four years related professional auditing experience with at least two years auditing Information Technology General Computing Controls (ITGC's) and knowledge of government compliance and accounting laws and regulations.</li> <li>Ability to conceptualize and analyze business procedures and prepare detailed data and process flow diagrams using graphical depiction and data analysis tools.</li> <li>Knowledgeable in IT Project Management methodology, including Systems Development Life Cycle (SDLC) and Oracle IT application and accounting system control configurations. Understanding of network, server, database and application system configuration methodologies.</li> <li>Able to ascertain control integrity, perform risk assessments and analysis and make recommendations for strengthening control environments</li> </ul>
<b>Certification:</b>	<b>Required:</b> <b>Desired: CISA</b>

**COMPANY INFORMATION**

DeKalb County is a county in the U.S. state of Georgia. From Stone Mountain Park, home of the world's largest free-standing piece of exposed granite, to its popular Perimeter commercial district and its 269 square miles teeming with residents who speak 140 different languages, "It's In DeKalb." Located in the metropolitan Atlanta area, DeKalb with a population of approximately 735,000 residents, according to 2016 U.S. Census, is the fourth most populous county in the state. Its county seat is Decatur.

DeKalb County is included in the Atlanta-Sandy Springs-Roswell, GA Metropolitan Statistical Area. DeKalb County is known as one of the most diverse counties in the Southeast. The county employs nearly 7,000 persons.

**We offer a competitive compensation package. Equal Opportunity Employer.**

**CONTACT INFORMATION**

<b>Requisition ID:</b>	9608
<b>*Contact Name:</b>	Joseph Williams
<b>*Method:</b>	<a href="https://www.dekalbcountyga.gov/">https://www.dekalbcountyga.gov/</a>
<b>Website:</b>	<a href="https://chp.tbe.taleo.net/chp01/ats/careers/v2/jobSearch?act=redirectCwsV2&amp;cws=43&amp;org=DKC">https://chp.tbe.taleo.net/chp01/ats/careers/v2/jobSearch?act=redirectCwsV2&amp;cws=43&amp;org=DKC</a>

**SPECIAL INTRUCTIONS:**

Go to the site above to submit your application.