

## ***J.M. Huber Corporation***

<b>*Position Title:</b>	Staff IT Auditor
<b>*Location:</b>	J.M. Huber – 3100 Cumberland Blvd, Suite 600 Atlanta 30339
<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**

#### **Staff IT Auditor**

##### **Purpose of Job:**

The Staff IT Auditor will be a technical specialist in charge of executing IT audit projects as well as acting in a consultative role for organizational I.T. initiatives. The Staff IT Auditor may act as a subject matter expert (SME), as applicable, and work directly with the internal audit team to develop and design risk assessments and plan for future projects. The individual will be held accountable for making a significant contribution towards achieving the department's goals and objectives, most significant of which is "Enhancing and protecting value by providing risk-based assurance and advice".

##### **Principal Duties and Responsibilities:**

- Build and maintain a close and constructive relationship of mutual respect with members of the Huber IT management team (business unit CIO's) while preserving audit independence;
- On site execution of IT audit engagements, including risk owner meetings, status reports, reporting of observations, data gathering / analysis, and report writing;
- Interpret the risk-based implications of audit findings and communicate recommendations to various levels of management clearly and effectively, both in oral and written forms;
- Perform follow up procedures on management commitments to mitigate IT risks to verify that the risk has in fact been responsibly and timely mitigated;
- Serve as advisor to management on internal controls impacted by information systems through involvement in IT projects;
- Support other members of the internal audit staff relative to technical IT matters or the execution of data queries and analysis that facilitate their audits;
- Monitor current trends in IT auditing and adopt best practice procedures;
- Pursue professional development and networking opportunities, including external and internal training and professional association memberships. Represent the company as a visible participant in the internal audit profession through participation in professional association activities.

##### **Preferences:**

- 2 - 4 years' experience in information systems related field, including minimum 1 years' cumulative experience in IT audit, governance or security;
- Previous consulting, technology implementation, penetration testing, IT Security, and/or IT Audit experience.

##### **Major Challenges:**

- Executing audits in a company with distinctly different business units that are highly decentralized, on different ERP systems, and at various stages of the information technology, operational technology and governance maturity curve;
- Building relationships and trust with individuals throughout the organization, including those you may be auditing;
- Balanced communication of findings (candidly constructive and considerate of the Huber Principles);
- Ability to simultaneously understand business-level risk components and system-level technical details;

### **\*JOB REQUIREMENTS**

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

<b>Travel:</b>	Ability to travel domestically and internationally up to 25% without hesitation.
<b>Education:</b>	Bachelor's degree in Computer Science, Computer Information Systems, Management Information Systems or related field;
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Ability to understand industrial control network process and networking diagrams and correlate them to physical devices and communications;</li><li>• Implementing, administrating and/or auditing various major ERP systems (Oracle, SAP, Windows);</li><li>• Installing or auditing network security devices (i.e., Active Directory, Firewalls, etc.);</li><li>• Understanding programming and database logic and syntax (i.e., SQL, VBA, Java, etc.);</li><li>• Excellent interpersonal and communication skills both written and verbal;</li><li>• Fully proficient in Microsoft office (i.e., Word, Excel, Visio, Access);</li><li>• I.T. risk hierarchy and risk framework implementation (i.e., ISO, ITIL, SOC, etc.);</li><li>• I.T. Audit testing and evidence gathering methodologies and techniques;</li><li>• Information Security, database analysis, Software Development Life Cycle (SDLC), IT infrastructure, general and application control reviews;</li><li>• Ability to conduct interviews efficiently and diagram processes and technology;</li></ul>

	<ul style="list-style-type: none"> <li>• Perform process evaluations and successfully identify process improvements and articulate findings both orally and written;</li> <li>• Network and system penetration testing experience a plus.</li> </ul>
<b>Certification:</b>	Prefer CISSP, CISA, CISM, CCNA certification or equivalent.

**COMPANY INFORMATION**

J.M. Huber Corporation ("Huber") is one of the largest privately held, family-owned companies in the United States. With approximately \$2.3 billion in sales and 4,000 employees worldwide. We're driven to make everything we touch better. From the everyday products you use and food you eat, to the home you live in, and the environment we share, tomorrow will always be better with Huber in it!

At Huber, we believe that different cultures, ethnicities, faiths, ages, sexual orientation and genders make us stronger. And we will continually strive to make Huber's inclusive culture better, a place where our people feel empowered to share their ideas and know that they will be heard and valued. To learn more visit [www.Huber.com](http://www.Huber.com) and check out "Life at Huber" and "I Belong at Huber" under Careers.

**We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.**

**CONTACT INFORMATION**

<b>Job Reference:</b>	1150
<b>*Contact Name:</b>	Lulu Pajolek
<b>*Method:</b>	L.Pajolek@huber.com

**SPECIAL INTRUCTIONS:**

Email resume and add the job reference number in the subject line.