

Loews Hotels

*Position Title:	IT Audit and Compliance Analyst
*Location:	Nashville, TN, relocating to Cool Springs, TN in April, 2021
*Position Type:	Full-time
Compensation:	
Start Date:	Immediate

***JOB DESCRIPTION**

Our Loews Hotels & Co Home Office teams provide support to all our properties throughout the United States and Canada. Our talented teams provide guidance over strategic planning, operations, revenue management, communications, marketing, finance, human resources, and information technology. This position reports to the IT Governance Manager and is based at the Loews Hotels & Co Business Services Center in downtown Nashville, TN. However, company offices will be relocated to Cool Springs, TN in April, 2021.

Neither Sponsorship nor Relocation Assistance are available for this position.

Job-specific Responsibilities

- Leads compliance activities for Payment Card Industry Data Security Standards (PCI-DSS) including, but not limited to:
 - Creating and maintaining cardholder data flow diagrams
 - Updating and verifying scope
 - Testing for compliance with specific PCI-DSS requirements
 - Requesting and reviewing Attestations of Compliance (AOCs) from service providers
 - Tracking open issues and remediation plans
 - Driving team members to maintain and provide documentation and complete assigned actions as needed
- Conducts other technology audits for various purposes such as:
 - Sarbanes-Oxley (SOX)
 - Independent audits of hotels' operational controls
 - Corporate project audits
- Maintains IT Vendor information and conducts reviews of independent System and Organization Control (SOC) reports as needed
- Creates or updates IT policies, procedures and standards, and facilitates their annual review
- Serves as a back-up to the IT Change Manager, facilitating the ITIL Change Management process and Change Advisory Board meetings
- Drives continuous improvement of IT processes
- Takes a risk-based approach to evaluating the IT control environment
The individual must possess the following qualifications and be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation.
- BS in Management Information Systems or other business discipline, or equivalent experience
- Minimum three years of IT governance, advisory or audit experience
- Experience with PCI-DSS required
- Previous SOX work strongly encouraged
- Strong collaboration and communication skills (written and verbal)
- Analytical and logical with acute attention to detail
- Candidates with the following will receive preference:
 - Familiarity with risks of and operations in the hospitality industry
 - Certifications such as CISA, CRISC, CISM, PCIP, etc.
 - Audit and Risk Advisory background

***JOB REQUIREMENTS**

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

Travel:	Up to 15%
Education:	BS in Management Information Systems or other business discipline, or equivalent experience
Experience:	Minimum three years of IT governance, advisory or audit experience
Certification:	CISA, CRISC, CISM, PCIP preferred

COMPANY INFORMATION

Headquartered in New York City, Loews Hotels & Co is rooted in deep heritage in the hotel industry and excellence in service. As one of the only independently owned family hotel companies, we know that hospitality comes from the heart.

Loews Hotels & Co owns and operates hotels and resorts across the U.S. and Canada. Located in major city centers and resort destinations, including multiple hotels in partnership with Universal Orlando Resort, Loews Hotels & Co features properties grounded in family heritage and dedicated to delivering unscripted guest moments, all with a locally handcrafted approach. We pride ourselves on the individuality and uniqueness of our offering.

CONTACT INFORMATION

Job Reference:	R0018588
*Contact Name:	Do Not List
*Method:	For immediate consideration, please apply here: https://loewshotels.wd5.myworkdayjobs.com/en-US/loewshotels/job/TN--Nashville--Loews-Hotels-Co/IT-Compliance-Specialist_R0018588
Website:	www.loewshotels.com
SPECIAL INTRUCTIONS:	

The Middle Tennessee Chapter of ISACA is not responsible for the content or accuracy of this job posting.