Information Security Assurance Associate

Location: Remote – Must reside in the Denver Metro Area or surrounding region

Employment Type: Full-Time | Permanent

Compensation: $60,000 – $70,000 per year + Bonus

Benefits: Medical, Dental, Vision, 401(k) match, PTO, Life Insurance

Perks: Home Office Stipend, Career Development Opportunities

About the Role

We are seeking a detail-oriented, self-motivated Information Security Assurance Associate to join our growing team. In this role, you will be responsible for performing control audit testing across a wide range of security and compliance frameworks, including SOC 1, SOC 2, ISO 27001, and other IT general control environments.

Although this is a remote position, we are currently only considering candidates located in the Denver Metro Area or surrounding regions, to support collaboration needs for select engagements.

Key Responsibilities

- Execute control testing for ITGC and information security audits (SOC 1, SOC 2, ISO 27001, etc.)
- Document detailed, accurate testing results in memos and workpapers
- Submit audit documentation in accordance with established project timelines
- Respond to management review comments with clarity and timeliness
- Conduct procedural and technical walkthroughs with client personnel
- Communicate project statuses and potential issues with clients and prepare formal status updates
- Provide consistent updates to project management on progress, expectations, and potential concerns
- Draft audit reports following firm methodology, clearly reflecting client environments and audit conclusions
- Identify and document opportunities for improvement in client environments
- Pursue relevant certifications to demonstrate technical competency

Required Skills and Qualifications

- Foundational knowledge of IT systems and cloud-based solutions
- Ability to understand and document process flows quickly and accurately
- Strong time management skills in a fast-paced, remote work environment

- Ability to work independently and remain accountable without daily oversight
- Willingness to receive feedback and adapt accordingly
- Strong verbal communication skills with both technical and non-technical audiences
- Exceptional written communication skills with attention to clarity and detail
- Strong interpersonal skills to build and maintain client relationships
- Proficiency in Microsoft Word and Excel
- Sound decision-making and judgment
- High attention to detail and a strong quality mindset
- Growth-oriented with a desire to learn and continuously improve
- Tenacious and solutions-driven, especially when faced with obstacles

Preferred (Bonus) Qualifications

- Familiarity with compliance frameworks such as SOC 1, SOC 2, ISO 27001, HIPAA, and NIST
- Experience using modern project management tools
- Ability to identify security and control weaknesses and make client recommendations

Work Requirements

• Must reside in the Denver Metro Area or nearby

• Reliable high-speed internet and a dedicated workspace

If you're driven to support organizations in their compliance journeys while building strong client relationships and growing your technical capabilities, we encourage you to apply.

To be considered for this opportunity, please send your resume directly to garrett.wilson@assurancepoint.cpa.