



Job Specification

Job Title: IT Auditor
BCAT Code: 431X AJ
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Serves as an auditor-in-charge for audits and projects involving information technology.

Examples of Duties

- Assures compliance and focuses on process improvements in areas involving information technology.
- Conducts planning meetings with audit management to assess the scope of audit coverage.
- Develops audit programs to address, as applicable, systems development processes, data access and security, and network, systems, application security.
- Conducts meetings to address audit protocol.
- Performs preliminary phase of the audit.
- Develops detailed audit test procedures.
- Communicates the progress of all audit projects to the Director and Associate Director.
- Oversees data extraction and analysis initiatives.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of information technology control, legal statutes, and University policies.
- Must have a keen eye for details.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to train others.
- Ability to multi-task in a deadline driven environment.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Bachelor's degree and four years of internal auditing, information systems or comparable experience. Certification in a field related to internal auditing, information technology, and or management advisory services (e.g. Certified Internal Auditor, Certified Information Systems Auditor, and Certified Public Accountant).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.