

INFORMATION TECHNOLOGY AUDITOR

DEFINITION: Under general direction, performs professional audit work of considerable difficulty; responsible for performing information systems audit work including audits of complex computer applications and technological solutions; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Identifies and plans information technology (IT) audit objectives and resources using appropriate auditing planning techniques to achieve desired audit objective in coordination with management; develops and designs IT audit policies and procedures; defines IT audit issues; develops IT audit plans and procedures; executes the audit process on a wide variety of information technology processes and applications and accurately interprets results against defined criteria in accordance with professional and departmental policies, procedures and standards; documents relevant facts and information which support the work performed and conclusions drawn; evaluates audit results weighing the relevancy, accuracy and perspective of conclusions against the accumulated audit evidence.

Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures; conducts reviews of documents; prepares summary reports; identifies, develops and documents audit issues and recommendations using independent judgment concerning areas being reviewed; communicates or assists in communicating the result of audit via written reports and oral presentations to management and the audit team; develops and maintains productive client and staff relationships through individual contacts and group meetings.

Plans and executes audits of client/server technology platforms and evaluates information technology internal controls and works collaboratively with management to identify actions needed; conducts data extraction, analysis and security reviews; supports audits related to programming, mainframe batch and online processes, client server architecture, internet and intranet functionality, database extraction, technology strategy, data communication and network security; acts as liaison with IT departments to ensure full understanding of data flow, data integrity and system security; assesses information technology control elements to mitigate IT risks regarding the confidentiality, integrity and availability of information; pursues professional development opportunities and shares information gained with co-workers; provides training and guidance to internal audit staff in conducting IT audits and related issues; adheres to all organizational and professional ethical standards.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of auditing principles, concepts and practices to successfully perform and complete assignments, and to gain practical understanding and experience in the auditing profession.

Knowledge of management information systems terminology, concepts and practices.

Knowledge of distributed technology, web based technology and basic infrastructure control issues.

Knowledge of generally accepted IT audit standards, statements and practices, IT security and control practices.

Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.

Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.

Skill in negotiating issues and resolving problems.

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Skill in effective verbal and written communications, including active listening skills and presenting findings and recommendations.

Ability to analyze applications and database code.

Ability to establish and maintain effective working relationships and to work effectively in a professional team environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Management Information Systems, Business, or closely related field; and three (3) years of work experience in conducting information system audits, working with network structures and system security packages.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.