Job Title: IT Auditor

BCAT Code: 09LX22
Pay Grade: G15
FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Serves as Auditor-in-charge for audits and projects involving Information Technology (IT).

Examples of Duties
- Ensures the compliance and focus on process improvements in areas involving information technology.
- Conducts planning meetings with the audit management to assess the scope of the audit coverage.
- Develops audit programs for systems development processes, data access and security, the network, systems, and security application.
- Conducts meetings concerning audit protocols.
- Performs the preliminary audit phase.
- Develops detailed audit test procedures.
- Communicates the progress of all audit projects to the Director and Associate Director.
- Oversees the 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.
- Effective time management and organizational skills.
- Proficiency in word processing, spreadsheets, and database software.
- Must have a keen eye for details.
- Ability to work independently.
- Ability to train others.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

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, such as Certified Internal Auditor, Certified Information Systems Auditor, and Certified Public Accountant, preferred.

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.