



Position Title: IT Audit Manager

Posting Date: 08/03/2017

Position Summary

The IT Audit Manager will be an integral part of the Internal Audit team and a leader in managing and conducting complex information technology audits for the organization. The IT Audit Manager will assist with the IT Risk Assessment process, evaluate whether IT activities are effective and in compliance with relevant standards, and frequently interact with all levels of management.

Requirements

- Bachelor's degree in a relevant discipline (e.g. Computer Science, Business, Finance or Accounting), or an equivalent combination of education and work experience
- One or more professional certifications such as CISA, CISM, CISSP, or CIA
- 5 years of experience leading internal or external IT audits (including SOX IT General Controls testing)
- Experience managing internal or external IT audits preferred
- Prior railroad or transportation experience preferred

Skills

- Knowledge of common internal audit standards and IT audit practices
- Understanding of recognized IT Governance Frameworks such as: COBIT, ITIL, ISO/IEC (17799, 20000 series, 27000 series), NIST (800 series, Cybersecurity) etc.
- Experience with performing pre- and post- system implementation reviews, and IT Security assessments
- Proficient computer skills – MS Office Suite, flowcharting applications, data mining and analysis
- Proficient analytical skills (qualitative and quantitative), including the ability to analyze complex data/information and process it into meaningful conclusions
- Ability to identify and assess processes, risks, controls and to evaluate the root cause and business impact of identified issues
- Ability to adapt and react effectively to ambiguous, changing, and/or difficult situations
- Excellent communication skills (oral and written), including the ability to articulate information in a clear and concise manner to all levels of the organization
- Excellent report writing skills
- Proven project management and time management skills
- Proven relationship building and influencing skills
- Strong organizational skills, problem solving capabilities, and an acute attention to detail
- Self-motivated and able to work independently



Job Duties

- Participates in the Enterprise Risk Management and IT Risk Assessment activities.
- Assists in the development, modification and execution of the annual information technology audit plan based on the IT Risk Assessment.
- Manages and/or completes the planning, testing and reporting phases of IT audits under the direction of the Audit department management on-time and within budget.
- Reviews the work of team members and offers suggestions for improvement. Provides on-the-job coaching and formal performance reviews to team members.
- For higher risk and more complex audits, documents IT processes, risks and controls. Prepares accurate and well-written work paper documentation for review, and communicates audit recommendations to management.
- Summarizes audit observations and develops practical recommendations. Reviews and/or prepares draft audit reports that effectively communicate audit observations and recommendations to both technical and non-technical audiences.
- Participates in financial and operational audits by leading and reviewing the testing of relevant IT controls within the scope of these reviews.
- Manages the IT audit activities related to the company's Sarbanes-Oxley compliance requirements. Provides expertise and assistance to external auditors and other outside firms as necessary.
- Builds and maintains relationships with business partners at all levels. Provides advice and shares knowledge with these business partners to strengthen governance, risk and control environments and to improve processes efficiency and effectiveness.

The duties listed are representative of the job; however, it in no way states or implies that these are the only duties a person may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.

We are proud to be an EEO/AA employer/Veteran/Disabled. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

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