



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: IT INTERNAL AUDITOR

GENERAL DESCRIPTION OF DUTIES

Under limited supervision, the purpose of this position is to provide professional auditing and investigative services, with a primary focus on information technology (IT) business systems and operations. Employees in this classification perform a wide range of projects designed to evaluate the effectiveness, efficiency and economy of operating policies, internal controls, procedures and systems, as well as determining compliance with laws and regulations. Employees determine the scope of projects, obtain information and documentation, and observe and evaluate activities. Results are formally reported to ensure the continued identification and effective management of risk.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Leads or participates in audits, investigations and other reviews; leads or participates in establishing objectives and work programs; identifies and evaluates key IT and other risks; determines adequacy and effectiveness of IT controls, effectiveness and efficiency of activities under review, and compliance with policies, laws, regulations and good business practices

Performs complex and comprehensive audits and reviews of IT processes and systems related to planning, organization, acquisitions, changes, delivery of IT services (including outsourcing of IT services), and IT support and monitoring; such audits and reviews may include but not be limited to governance, general and application controls, security administration, business continuity and disaster recovery planning, IT asset management, infrastructure controls, change controls, and system development life cycle controls

Conducts IT audit assignments including defining audit scope, and developing and performing the audit procedures

Reviews and evaluates internal control procedures and security for new and/or upgraded systems to interpret risk and propose solutions

Identifies areas of weakness or noncompliance; recommends corrective action to improve operations and/or to reduce costs

Prepares comprehensive written reports based on findings and observations, communicate information with appropriate management personnel

IT INTERNAL AUDITOR

Assists in conducting IT risk assessments and analyses, developing and executing annual IT work plans, developing continuous auditing and monitoring tools, supporting accreditation and certification plans, supporting quality assessment plans, updating procedures manuals, and maintaining records and databases

Consults with management, staff, internal and external auditors, and other officials to review IT operations and activities, review and resolve problems, and provide advice and recommendations

Applies current auditing, investigatory, and IT audit and assurance standards and management principles to policies, practices and systems; evaluates compliance with requirements

Maintains current knowledge of changes and developments within IT auditing, regulatory requirements, and security requirements; reads professional literature; attends continuing education and professional development as required

Assists and trains other staff in the development and use of computer aided audit techniques, knowledge of IT security awareness programs, and methods for efficient review and analysis of computer information systems and databases

Travels to all Clerk & Comptroller office locations when required in the performance of positions responsibilities

Assists in providing training and awareness of auditing and investigative methodologies and best practices to Clerk management and external parties through presentations and workshops

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

IT INTERNAL AUDITOR

MINIMUM TRAINING AND EXPERIENCE

Bachelor’s degree in Accounting, Business, Computer Science, Management Information Systems or related field, supplemented by five (5) years of recent and relevant experience. Demonstrated knowledge and experience with IT audit standards, methodologies, and tools. A strong understanding of general IT and application controls, information security, and technology risks for various hardware and software platforms. Working knowledge of general controls governance framework (COBIT 5). Certified Information Systems Auditor (CISA) certification is preferred.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature Date

Printed Name Department