



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Information Systems Auditor
<u>LOCATION:</u>	Jefferson City, MO
<u>SALARY:</u>	Salary commensurate with education and experience

The State Auditor's Office is seeking an Information Systems Auditor whose primary purpose is to perform reviews of information systems and controls, to assess security, risk and vulnerability of systems, and reviews data reliability, governance, and management. This position may be assigned to an information systems audit or to any type of audit or special project that requires information systems assistance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

- Develop auditor judgement and independent thinking to accomplish objectives.
- Import, transform, validate, and model data to gain an understanding and draw conclusions from the data to meet audit objectives.
- Present data in charts, graphs, and tables for presentation and reporting
- Complete duties in accordance with Government Auditing Standards and SAO policies/procedures.
- Obtain an understanding of and evaluate internal controls within the context of audit objectives.
- Report directly to the Auditor In Charge (AIC), other supervisor, or DATA Team Manager.
- Evaluate audit documentation to determine findings and recommendations to include in the audit report.
- Provide input related to the planning of the audit, including prioritizing audit areas, reassessing audit areas, and modifying the plan throughout the audit.
- In the case of special projects, may report to the Chief of Staff, Audit Manager/Director as assigned.
- Perform other related work as assigned.

Work assignments may require overnight travel and the availability of a vehicle.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to conduct oneself in a professional manner
- Willingness to obtain knowledge of Government Auditing Standards and information system auditing standards
- Knowledge of information system principles, concepts, and controls
- Knowledge of or ability to understand general and application controls and how to review and analyze the effectiveness of information system security controls
- Knowledge of or ability to evaluate business processes, identify risks, and identify controls that should be in place
- Knowledge of or ability to evaluate data governance and data management processes and controls
- Willingness to obtain knowledge of the organization of Missouri state government, county government, and other local governments
- Knowledge of data analysis tools (Excel, Access, ACL) to complete audit procedures.
- Ability to communicate effectively orally and in writing
- Ability to read, comprehend, and analyze information
- Ability to read and develop a thorough understanding of complex legal issues and controversial issues
- Ability to work under pressure and meet frequent deadlines while maintaining attention to detail
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution

- Ability to prepare written reports and make oral presentations to the auditee
- Ability to perform complex and/or sensitive audit procedures when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree or higher in accounting information systems, data analytics, economics, programming, mathematics, cyber security, or in business administration, or a related business area.
- CISA license or meet the ISACA requirements to obtain a CISA license preferred, but not required and/or a CPA license or meet the Missouri State Board of Accountancy requirements to obtain a CPA license preferred, but not required.

APPLICATION PROCESS:

In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:

Office of the Missouri State Auditor
ATTN: Human Resources
P.O. Box 869
Jefferson City, MO 65102
Fax: (573) 751-7984
Email: recruiter@auditor.mo.gov

Employment Application can be located on our website at: auditor.mo.gov