

CLASS TITLE: INFORMATION SYSTEMS AUDIT MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for supervising and planning, development, and execution of comprehensive audits of information systems governance, system controls and infrastructure life cycle management, service delivery and systems support, protection of information assets, business continuity, disaster recovery, and related operations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans and coordinates the internal audit section's involvement with data processing divisions, systems services, and users and maintains standards of conduct according to the Institute of Internal Auditors Code of Ethics
- Conducts audits involving information systems operations and controls and compiles reports of results
- Performs and/or directs internal control evaluations to determine compliance of operations with established controls (integrity, management, applications, and operations) and to discover any need for improved control techniques
- Recommends improvements and specific measures to correct information system deficiencies
- Participates in project designs to ensure adequate control systems are included
- Researches operations as conducted within an industry and/or as prescribed by law or standards
- Provides consulting assistance to produce adequate security safeguards in information systems
- Advises management in compliance with laws and regulations related to information systems
- Assists external auditors in their review of information systems and department personnel in using computerized techniques
- Prepares the departmental budget related to information systems and implements automation plans
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 120 hours from an accredited college or university with an emphasis in information systems, business, or related field, and with significant coursework in accounting; and a minimum of seven (7) years' experience related to information systems auditing with an emphasis in data processing.

Knowledge, Abilities and Skills: Considerable knowledge of accounting methods and methods of internal auditing; considerable knowledge of information systems including knowledge of programming languages and operating systems. Good knowledge of the techniques, methods and audits of cloud-based information systems; good knowledge of personal computer application controls and operational audits; knowledge of standards of conduct according to the Institute of Internal Auditors Code of Ethics; and knowledge of data visualization software and data analytics. Ability to organize and conduct internal audits of information system functions; ability to clearly & concisely communicate verbally and in writing with line, staff, management, senior executives and board-level individuals to influence behavior and cause action or understanding; ability to plan, direct, and coordinate the work of professional and support staff involved in audit activities; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, calculator, and telephone; occasional lifting and carrying up to 5 pounds; may be subject to sitting for extended periods of time, standing, bending, reaching, and walking; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of one (1) of the following professional certifications: Certified Public Accountant (CPA); or Certified Internal Auditor (CIA); or Certified Information Systems Auditor (CISA), or other equivalent professional certification as determined by management. A master's degree in information systems, business, or related field is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

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Class Code: 2028

EEO Code: E-01

Pay Code: EX-48

Group: Fiscal

Series: Financial Management

Effective date: October 20, 2021