CLASS TITLE: INFORMATION SYSTEMS AUDITOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for 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
- Conducts audits involving IS 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 a need for improved control techniques
- Recommends improvements and specific measures to correct IS 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
- Prepares the departmental budget related to information systems and implements automation plans
- Assists co-workers in using computerized techniques
- Must be familiar with and maintain standards of conduct according to the Institute of Internal Auditors Code of Ethics
- 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: Graduation from an accredited college or university with a bachelor's degree in information systems, business, or related field with significant coursework in accounting and a minimum of five (5) years experience related to information systems auditing with an emphasis in data processing. A master's degree in information systems, business, or related field is preferred.

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; and good knowledge of the techniques and methods of mainframe and PC application controls and operational audits. Ability to organize and conduct internal audits of IS functions; ability to write clearly and concisely; 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 a valid Oklahoma Class “D” Operator’s license; and possession of one (1) of the following professional certifications: CPA (Certified Public Accountant); CIA (Certified Internal Auditor); or CISA (Certified Information Systems Auditor).
WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct audits.

Class Code: 2028
EEO Code: E-01
Pay Code: EX-44

Group: Fiscal
Series: Financial Management

Effective date: August 15, 2011