

**USF Job Class Description**

JOB CODE: 4458

JOB TITLE: Sr IT Audit Consultant

PAY PLAN: 21

CAREER BAND: F

FLSA: A

CBU: 29

Effective : 5/3/2017

Job Title: Sr IT Audit Consultant

Job Summary

The Senior IT Audit Consultant performs complex information systems audits. Professional standards, industry best practices, and various other audit tools and techniques are applied to address significant business risks, and to evaluate and test the internal control structure of University operations.

Nature of Work

A Senior IT Audit Consultant typically reports to the Audit Manager or other appropriate administrator. The primary function of the position is to determine compliance with operating policies and procedures, USF goals and objectives, and best practice standards. The position may evaluate the adequacy and effectiveness of internal controls, report audit findings, make recommendations to mitigate against loss, and protect the university's assets and reputation. The Senior IT Audit Consultant requires strong technical knowledge and skills as well as effective writing and verbal communication. This position is occasionally responsible for assigning activities to other employees and may serve as a technical advisor to financial/operational auditors on IT aspects. Assignments are received in the form of results expected, due dates, and general procedures to follow.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Audits IT processes for compliance with policies and procedures prescribed by management in order to verify computing controls are designed and operating effectively; identify key control points within a process, prepare risk assessments. Conduct decision ready evaluations for timely admissions decisions.
- Develops audit programs and tests steps to evaluate the adequacy and effectiveness of controls in accordance with audit objectives.
- Prepares and presents audit reports.
- Researches, reviews, and interprets University and other standards and applies these standards to University operations.
- Assists with special projects as assigned by audit leadership.
- Develops and maintains effective relationships.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Computer Science, Information Systems, Business, Accounting or a related discipline from an accredited university and three years of experience working as an IT auditor or IT risk adviser. Active professional IT certification such as CISSP, CISA, CISM, CRISC or CGEIT. This position requires compliance with University policies on safeguarding confidential and personal information.