



Job Description

Position Title: Auditor – Information Technology & General Operations		Department: Internal Audit
Reports To: Internal Audit Manager	<input checked="" type="checkbox"/> Non-Exempt	
Position Purpose		
Seventy-five percent of time to be applied in the completion of information technology (IT) audits and Sarbanes-Oxley 404 testing covering established policies, procedures, and/or controls. Reviews will include internal network and external or outsourced IT functions, and will complement other reviews conducted by third parties. The balance of auditor's time will be allocated to the completion of operational audits and testing controls, including compliance with internal and regulatory policies; assisting the department manager and other staff with report preparation, file organization, and regulatory/outsourced exam or audit support.		
Education/Experience		
Three or more years experience in information technology auditing; OR college degree in computers/information technology, accounting, science, or math related field. Previous banking experience preferred.		
Job Requirements/Skills		
<ol style="list-style-type: none"> 1. Strong knowledge of computer applications, SOX testing requirements, & IT General Controls. 2. Requires ability to understand and complete assigned duties effectively. 3. Effective verbal and written communication skills. 4. Good customer service skills and commitment. 		
Essential Functions		
<ol style="list-style-type: none"> 1. Schedule, conduct, and prepare reports for Information Technology & Operational audits. 2. Present and discuss draft audits reports at scheduled exit meetings with management. 3. Develop and maintain audit and monitoring checklists for department use. 4. Track audit/exam reports & responses and provide status updates. 5. Assist external auditors/examiners with information requests as needed. 6. Prepare Audit Committee packages to be mailed prior to each meeting. 7. Assist IA department staff with preparation of other audits, assessments, reports, queries, and schedules. 		
Physical Requirements		
<ol style="list-style-type: none"> 1. Stand 5-10% of workday. 2. Sit 90 - 95% of workday. 3. Operate computer keyboard, typewriter, 10 key and other office equipment. 4. Occasionally lift 25 pounds. 		