

## **Sr IT Auditor**

**Job Code 50036688**

### **General Description**

Responsible for performing senior level professional audit tasks.

### **Examples of Duties**

Gather information on an operation through questionnaires.  
Describe the operation to be audited.  
Identify appropriate governmental auditing standards, federal and state laws, and regulations.  
Identify and prepare a list of control weaknesses.  
Evaluate the adequacy and effectiveness of the internal controls.  
Prepare an internal control questionnaire.  
Develop an audit plan and program for the assigned audit.  
Conduct the audit as outlined.  
Prepare work papers.  
Evaluate areas audited and analyze deficiencies.  
Discuss the apparent deficiencies with supervisors.  
Develop recommendations for the correction of unsatisfactory conditions.  
Write audit findings and recommendations.  
Organize and maintain the audit file.  
Prepare a draft report for management.  
Prepare weekly time summary.  
Review intern or staff auditor work papers for accuracy.  
Plan, schedule, train and monitor work of others.  
Conduct research for various audit concerns.  
May act as auditor-in-charge.  
Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** Generally accepted accounting principles; governmental fund accounting; tax codes; auditing procedures and standards, codes, laws, and regulations.

**Skill in:** Presenting findings in written and oral form; work as a team member; interact courteously with often hostile auditees; effectively direct the work of others to motivate output; establish rapport with a variety of clients; prioritizing workload; working with computers and typing; troubleshooting and diagnosing internal control weakness; giving presentations; conducting training.

**Ability to:** Understand complex written job instructions, policies, standards, and laws; prepare

audit reports and correspondence; prepare narrative reports from interviews and recommendations for corrections and adjustments; use spreadsheets, word processors; train, schedule, and monitor work of others; negotiate; conduct interviews.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**