

## Information Systems Auditor

### Major Functions:

The Information Systems Auditor IV serves as the Tennessee Board of Regents system's lead auditor for audits of information systems. This position performs audits of the information technology governance structure, general and data application controls, data integrity, and security for the system and its colleges. The position also provides leadership to and collaborates with institutional internal auditors on audits regarding information systems matters. The information systems auditor reports to the Chief Audit Executive of System-wide Internal Audit who is functionally responsible to the Audit Committee and the Tennessee Board of Regents.

### Responsibilities:

Responsibilities related to the office:

Coordinate information systems audits for the TBR system and its institutions, providing leadership and guidance on information technology to system and institutional auditors and staff.

Perform periodic information systems risk assessments, proposing and prioritizing audits based on risk.

Plan and conduct information systems audits to evaluate the control environment and internal controls regarding information technology governance structure, general and application controls, system development, backup and disaster recovery, data integrity, and system security.

Document audit work in computerized audit software to ensure that adequate documentation exists to support the audit recommendations and conclusions.

Provide relevant ongoing communication with TBR system office and institutional management, IT staff, and internal auditors regarding risk, audit results, and related matters. Communicate with state auditors as needed.

Prepare concise, accurate, and professional written and oral reports to communicate audit results and other relevant information to management.

Consult with and advise TBR system office and institutional management regarding information systems matters and other compliance or operational matters as needed.

Obtain relevant continuing professional education to maintain current proficiencies, adhere to professional auditing standards, and maintain certifications.

Provide follow-up on the status of recommendations and findings.

Assist and train internal audit staff in information systems analysis and computerized audit techniques.

Assist with or conduct financial, compliance, operational, and investigative audits, as assigned.

Perform administrative and other duties as assigned.

**Knowledge, Skills, Abilities:**

- Current knowledge of information systems trends and developments.
- Ability to review and evaluate PC, production, information security, and applications systems.
- Ability to review and evaluate disaster recovery and system backup plans.
- Effective written and oral communication skills.
- Effective analytical skills in gathering data, interpreting information, and reporting results.
- Ability to exercise professional judgment in evaluating information and making recommendations.
- Requires moderate travel.

**Minimum Qualifications:**

- Bachelor's Degree or higher in Information Systems, Computer Science, Accounting or a related field from a regionally accredited institution.
- At least 2 years professional experience in information systems auditing; up to one year of professional experience in internal auditing or accounting may be substituted for one year in information systems auditing.
- Experience working with or auditing large computerized accounting and information systems.
- Demonstrated professional experience in managing projects.

**Required Certification:**

- Active CIA, CPA, CISA, or progress towards one of these certifications

**Preferred Qualifications:**

- Knowledge of auditing standards.
- Audit or information systems experience in a higher education environment.
- Experience with Ellucian/Banner systems.
- Master's Degree in Information Systems, Computer Science, Accounting or a related field from a regionally accredited institution.
- Other related professional certifications.
- Documented professional supervisory experience

**Applications accepted online only at:**

**<https://tbr.csod.com/ats/careersite/search.aspx?site=43&c=tbr>**