



## Office of the Missouri State Auditor Career Opportunity

<b><u>POSITION TITLE:</u></b>	Information Systems Auditor I - III
<b><u>LOCATION:</u></b>	Jefferson City, MO
<b><u>SALARY:</u></b>	Salary commensurate with education and experience

The State Auditor's Office is seeking an Information Systems Auditor whose primary purpose is to perform reviews of information systems and controls, including security controls, privacy controls, data governance, data management, operating procedures, communication controls, backup and continuity planning, and system development standards. This position may be assigned to an information system audit or to any type of audit or special project that requires information system audit assistance.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*This description may not include all of the duties, knowledge, skills, or abilities associated with this position.*

- Develop auditor judgement and independent thinking to accomplish objectives.
- Complete duties in accordance with Government Auditing Standards and SAO policies/procedures.
- Work assignments may require as much as 75% overnight travel and the availability of a vehicle.
- Work is primarily conducted on the auditee site but may have work in the SAO Jefferson City office.
- Will report directly to the Auditor In Charge (AIC), other supervisor, or IS audit manager.
- In the case of special projects, may report to the deputy state auditor, audit manager/director as assigned.
- Perform other related work as assigned.

### **JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to conduct oneself in a professional manner
- Willingness to obtain knowledge of Government Auditing Standards and information system auditing standards
- Knowledge of information system principles, concepts, and controls
- Knowledge of or ability to understand general and application controls and how to review and analyze the effectiveness of information system security controls
- Knowledge of or ability to evaluate business processes, identify risks, and identify controls that should be in place
- Knowledge of or ability to evaluate data governance and data management processes and controls
- Willingness to obtain knowledge of the organization of Missouri state government, county government, and other local governments
- Knowledge of spreadsheet and word processing programs
- Ability to communicate effectively orally and in writing
- Ability to read, comprehend, and analyze information
- Ability to read and develop a thorough understanding of complex legal issues and controversial issues
- Ability to work under pressure and meet frequent deadlines
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution
- Ability to prepare written reports and make oral presentations to the auditee
- Ability to perform complex and/or sensitive audit procedures when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree or higher in information systems auditing or in accounting, business administration, or a related business area with a minor in computer information systems.
- CISA license or meet the ISACA requirements to obtain a CISA license preferred, but not required and/or a CPA license or meet the Missouri State Board of Accountancy requirements to obtain a CPA license preferred, but not required.

**APPLICATION PROCESS:**

*In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:*

Office of the Missouri State Auditor

ATTN: Human Resources

P.O. Box 869

Jefferson City, MO 65102

Fax: (573) 751-7984

Email: [sherrie.brown@auditor.mo.gov](mailto:sherrie.brown@auditor.mo.gov)

*Employment Application can be located on our website at: [auditor.mo.gov](http://auditor.mo.gov)*