OFFICE OF THE AUDITOR GENERAL

INFORMATION SYSTEMS AUDITOR
(ISA) I (Staff)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for acquiring basic skills pertinent to information systems auditing of governmental agencies.

RELATIONSHIP OF THE POSITION TO OTHER POSITIONS

Exercises no supervision; under the general supervision of Financial/Compliance Director, and, when appropriate, under the direct supervision of the Principal of IS Audits, ISA V, ISA IV and/or ISA III. Reporting relationships may vary depending upon the nature of the assignment.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS

With direct supervision, the ISA I may perform all or some of the following functions depending upon needs of the Office.

1. Learns to gather, interpret, compile, and analyze data pertinent to information systems audits of governmental agencies.

2. Develops working knowledge of information systems auditing techniques, Illinois State government, and professional auditing standards.

3. Serves as a contributing member of an audit team, completing assigned duties of limited scope and communicating with the team leader concerning proper methods to be applied in the audit context.

4. Receives controlled assignments of increasing difficulty and responsibility.

5. Travels to audit site locations and obtains audit evidence.

6. Performs audit fieldwork which includes examination of information systems controls and preparation and organization of workpapers showing the results of audit examinations.

7. Reviews data and other information pertinent to the audit.

8. Participates in interviews of agency staff to elicit factual information.

9. Prepares preliminary drafts of audit findings.

10. Responsible for gaining professional experience and ability primarily through on-the-job training. Performs other assigned or required duties.

CAPABILITY REQUIREMENTS

Education. The ISA 1 requires at least a bachelor's degree in computer science, accounting, business administration, management information systems, cybersecurity, information studies, or another degree with a significant relationship to the above tasks.

Experience. None required although preference may be given to those with relevant experience.

Other Required Characteristics. Requires strong communication, analytical and technical skills. Must be able to work as part of a team, take initiative, and meet deadlines. Must be able to travel to audit site locations.

Desired Characteristics. Preference may be given to those with desired characteristics pertinent to the position. Desired characteristics may include but are not necessarily limited to: knowledge of the management structures and operations of Illinois government; working knowledge of computer assisted audit techniques or data analysis; working knowledge of computer software packages such as Access, Excel, SQL, ACL, Netware; working knowledge of database design and development techniques; advanced degree; experience auditing information systems; knowledge of auditing or security, cybersecurity, and control techniques; registration as a Certified Information Systems Auditor or another professional designation when appropriate to the position.

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