

CLASS TITLE: INFORMATION SYSTEMS AUDITOR (DOA)

Class Code: 02640100
Pay Grade: 33
E.O. Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to perform independent information system (“IS”) audits and reviews and to report related audit findings to management; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is reviewed in process and upon completion for conformance with prescribed state policies and procedures, sufficiency of findings and adherence to professional auditing standards.

SUPERVISION EXERCISED: Generally none, but, may serve as a lead auditor by coordinating the work of professional auditors assigned to assist in information technology audits, as well as, providing technical guidance/direction and assistance on a regular or assigned basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to perform independent information system (“IS”) audits and reviews and to report related audit findings to management.

To participate in financial and/or performance audits by assessing IS controls.

To conduct sophisticated data analysis and extraction through computer assisted audit techniques.

To apply advanced professional information system auditing standards, methods and procedures to identify IS adequacy/efficiency through comprehensive, in depth analysis of operational and administrative functions, accounting practices, policies, procedures and management controls.

To interview staff and management, gather pertinent data, information, records and documentation to support IS audit research, analysis and subsequent reports.

To prepare clear, complete and concise IS audit reports, which include in depth audit observations, findings and recommendation for corrective action.

To review and interpret federal and state laws, rules, regulations, policies and procedures as they pertain to the IS audit process and to prepare and present recommendations to a superior.

To review and identify the adequacy and effectiveness of the information systems of internal control, the compliance to laws and regulations, existing policies and procedures, and the reliability of existing management information applications.

To evaluate existing, proposed, and new applications, operating systems, technologies and networks.

To have regular contacts with inter/intra agency staff and others outside state government, primarily for the purpose of gathering, coordinating and relaying information and recommendations.

To prepare and organize audit working papers and files for the IS audit assignment according to appropriate requirements and applicable professional standards to ensure working papers are complete, include ample support for the audit conclusions and acceptably document compliance with the professional proficiency of IS audit standards, procedures and techniques.

To effectively communicate the results and conclusions of the audit to superiors and all necessary representatives, officials, etc.

To attend education and training seminars, conferences, workshops, etc. as requested by the Chief of Bureau of Audits.

To attend meetings and conferences as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices relating to governmental accounting and general administration; a thorough knowledge of professional auditing standards, methods and procedures applicable to computer assisted auditing techniques; a thorough knowledge of information systems and technology, specifically those utilized by state agencies and departments; a thorough knowledge of interviewing techniques and procedures and the ability to gather, analyze and evaluate information; the ability to analyze and interpret complex information systems, procedures, and reports and to prepare final reports and statements; the ability to interpret program laws, rules and regulations; the ability to interact with general audit staff and to provide assistance by assessing IS controls in various agencies and departments being audited by the bureau; the ability to conduct information system audits and to provide sophisticated data analysis and extraction through computer assisted audit techniques; the ability to prepare clear and concise IS audit reports, work papers, analysis summaries and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Information Technology supplemented by courses in accounting or business administration; and

Experience: Such as may have been gained through: employment in a responsible position involving the performance of auditing complex governmental information systems.

SPECIAL REQUIREMENT: At the time of appointment, must possess a valid Rhode Island Driver's License and must maintain such licensure as a condition of employment.

Class Created: February 20, 2005