



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR INFORMATION SYSTEMS AUDITOR

Group-Section: Office of the General Auditor	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 055 Job #: 201
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JOB SUMMARY

A technical expert within the auditing area of information, technology, and related policies, programs, procedures, and activities. Responsibilities include auditing of complex business, laboratory, operation control, and web-based applications; and system and network security that include access controls, virus detection software, data encryption, and physical controls. Additionally this position is responsible for providing technical assistance and support to the financial auditors as requested.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Plans audit work; reads documentation and interviews system owners, managers, and users to flow chart key system processes; develops audit planning documents according to Metropolitan standards; and develops audit program and field work plan with other assigned auditors and reviews program with Principal Auditor.
2. Performs audit field work; interviews system owners and users to gain deeper understanding of system transaction flow; interviews Information Technology personnel to understand system controls and system security issues; develops audit test plan; conducts audit testing and tabulates results; and analyzes test results and compiles findings.
3. Develops and reports audit opinion, comments, and recommendations; reviews findings with client and compiles final report; and prepares and presents results of audits to management as required.
4. Provides on-going technical support for financial auditors; and performs system analysis, design, and maintenance of audit management software.
5. Participates in the development and documentation of policies and procedures, annual audit work plan, and quarterly reporting of plan status; and monitors work activities to ensure compliance with established standards and procedures.
6. Provides technical advice and/or support to other Metropolitan units concerning the development, modification, or installation of computerized processing systems and other information systems projects; evaluates and tests specific activities for best practices and quality improvement; and performs special projects as requested by audit management, senior management, and the Board of Directors.
7. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in information systems, accounting, business administration, or a directly related field and five years of increasingly responsible experience in conducting information systems, financial, operational, or other audits that included one year of experience as a technical lead or audit project manager.

Required Knowledge of: Operations, services and activities of an Information Technology Audit Program; computer auditing techniques and concepts; operational characteristics of information processing systems including technical and business applications (such as ORACLE, PeopleSoft, SCADA, LIMS), operating systems (such as Windows XP, UNIX), networks, programming languages, communications, local area networks, web-based systems, client-server, and workstation technology; Information Technology security methods, systems, and procedures; accounting practices and procedures; and trends and emerging technologies of assigned activities.

Required Skills and Abilities to: Independently plan and organize auditing assignments; understand complex computer systems and resolve information system problems; interpret, explain, and monitor compliance with Metropolitan policies and procedures; prepare clear and concise audit programs, memoranda and reports; analyze problems and identify alternative solutions; analyze, design, and maintain auditing software; project consequences of proposed actions and provide recommendations; determine project risk ranking; communicate clearly and concisely both orally and in writing on administrative and technical topics; prepare presentations for executive management and the Board of Directors; encourage and facilitate cooperation; and establish and maintain collaborative working relationships with all levels within the organization.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Certified Information Systems Auditor desirable
- Certified Internal Auditor desirable

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements