

INFORMATION SYSTEMS AUDITOR**NATURE OF WORK**

This is professional work in the operational auditing of Palm Beach County information systems activities.

An employee in a position allocated to this class is responsible for conducting audits or reviews of EDP activities; evaluating the adequacy and effectiveness of the management controls over such activities, and determining whether the activities are in compliance with laws, policies and procedures, and good business practices. Work is performed with a wide latitude of independent judgment and is reviewed through audit reports provided to the Information Systems Audit Manager and the Internal Auditor.

EXAMPLES OF WORK

Surveys EDP functions and activities in assigned areas to determine the nature of the functions and the adequacy of controls.

Determines the audit procedures to be used after planning the scope of the audit and preparation of an audit work program.

Makes oral or written presentations identifying areas of weakness or noncompliance and recommending corrective action to improve operations and/or to reduce costs.

Appraises the adequacy of corrective action proposed or taken.

Audits contracts for compliance.

Assists the external auditors in the annual County-wide financial audit.

May assume the duties of the Information Systems Audit Manager in the absence of the Information Systems Audit Manager.

Participates in special projects.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of standards relating to information systems design, development, and installation.

Thorough knowledge of the principles and practices of EDP auditing.

Thorough knowledge of EDP controls.

Ability to analyze complex EDP activities to determine compliance with policies and procedures and good business practices.

Ability to communicate effectively in a clear and concise manner, both orally and in writing.

Ability to establish and maintain working relationships with other County agencies and employees.

Ability to determine the extent of testing required and the materiality of exceptions noted.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with an undergraduate or graduate degree in business or computer science; three (3) years of experience in professional data processing work or EDP auditing, preferably in the governmental area; or any equivalent combination of related training and experience.