

Job Description

Job Title: IT Internal Auditor I

Location: Management Services Center

Department: Internal Audit

Reports To: IT Internal Audit Manager

Description: The IT Internal Auditor I performs preliminary evaluations of information systems and technology. The Auditor assists in the development of audit programs based on the evaluation of internal controls and operation flow and assists in determining the approach and time budget. The Auditor prepares clear, concise audit work papers. Together with the Senior IT Internal Auditor, the Auditor develops constructive recommendations to management to improve internal controls and/or efficiency as determined by the audit findings. The Auditor, under the direction of the Senior IT Internal Auditor conducts meetings with the auditee and appropriate management in order to identify audit focus and to periodically update auditee of audit progress and to review findings, recommendations, and conclusions. The Auditor prepares management comments for inclusion in the draft report, ensuring adequate supporting documentation. The Auditor will perform other internal and external duties as assigned. The Auditor will also provide assistance on operational and financial audits as requested.

Education: A bachelor's degree is required, with a major or concentration in business or information services/technology preferred.

Credentials: None are required for this position, but one of the following certifications are considered a plus for any candidate:

CISA (Certified Information Systems Auditor)
CISM (Certified Information Systems Manager)
CIA (Certified Internal Auditor)
CISSP (Certified Information System Security Professional)
CCSP (Cisco Certified Security Professional)
MCSA/MCSE (Microsoft Certified Systems Administrator/Engineer)

Experience:

- For IT Internal Auditor I candidates, a minimum of one to three years professional experience is required.
- Up to two years of audit-related and healthcare/technical experience is preferred.
- Information systems auditing experience or related experience is a plus.

Skills:

- Knowledge of generally accepted auditing standards preferred.
- Must be detail-oriented and organized, with good analytical and problem solving ability.
- Notable client service, communication, presentation and relationship building skills required.
- Ability to function independently and as a team player in a fast-paced environment required.
- Must have strong written and verbal communication skills.
- Knowledge of IT tools and technology including infrastructure (network and mainframe) design along with application and security controls is a plus.
- Demonstrated ability to use PCs, Microsoft Office suite, and general office equipment (i.e. printers, copy machine, FAX machine, etc.) required.
- Proficiency with ACL and various other audit related software is preferred.

Please apply at the [uhhospitals.org](http://www.uhhospitals.org) career center website, <http://www.uhhospitals.org/AboutUH/tabid/6810/CareerCenter.aspx>, for position number [511059](#).