

CONFIDENTIAL PRINCIPAL INFORMATION SYSTEMS AUDITOR

DEFINITION

Under the direction of the Vice Chancellor, Finance and Administration, conduct examinations of the District's fiscal and operational records, processes, systems, procedures, and internal controls including compliance reviews of District grants and special programs; perform economy and efficiency audits and special analyses; and prepare audit reports and recommend appropriate improvements to financial systems and operational processes. Work in conjunction with the Information Technology department in developing procedures and processes to safeguard the District's electronic data and integrity of all computing and networking systems (Systems).

TYPICAL DUTIES

Working with the District Internal Audit staff, establish and maintain an internal audit plan and related audit programs for the evaluation of District internal controls; conduct systematic audits to evaluate the reliability and effectiveness of established internal control designed to safeguard District resources, and review for conformity with established District procedures, policies and regulations. Assess the economy and efficiency of operations; recommend improvements of District internal controls and processes and procedures to strengthen the reliability and integrity of financial information and increase efficiencies. Prepare confidential analyses of collective bargaining proposals. Conduct Districtwide unannounced audits in areas where cash and other assets require specific safeguards and appropriate internal controls, and special audits at the request of administration or the governing board; projects may concern any District function. Review audit findings with appropriate staff and assist in training staff in the establishment of improved internal controls and adherence to proper procedures; conduct follow-up procedures to evaluate satisfactory resolution of the findings. Prepare written reports at the conclusion of each project for submission to the Chancellor, Vice Chancellor, or other college/district staff, and as appropriate, to the Board of Trustees. Assist external financial auditors in their performance of the annual financial audit of the District.

Review and monitor adherence to applicable District Information Security Policy and Regulations, and requirements that System data be protected to remain confidential, and stored to protect the privacy of students, faculty and staff of the District. Plan and evaluate complex information systems (applications, networks, databases, and servers) to evaluate controls, risks and efficiency in computer applications of varying complexity using information systems audit principles, skills and techniques; consult with Information Technology management and staff to address security for Districtwide servers and software; review that each operating unit within the District is applying established requirements to meet information confidentiality and data security needs. Analyze, resolve and provide technical expertise to staff; coordinate and develop functional and technical documentation for new business processes and software, and provide related training. Periodically review the Information Security Policy and Regulation for currency; assess the training provided by the Information Technology department to data owners, data custodians, network and system administrators and users; review and monitor implementation of security, incident response, periodic user access reviews, and distribution of information security policies; respond to internal and external complaints and queries of noncompliance with the District's Information Security Policy and Regulation. Perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Four years of progressively responsible experience as an auditor with an internal audit unit/department or with a commercial auditing firm with direct experience in planning, organizing and independently performing audit tasks for financial audits, performance or operational audits and internal control reviews.

One year of experience is equal to 12 months of experience at a maximum of 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree from an accredited college or university in accounting, finance, business, MIS or related field. A master's degree in accounting, business administration or MIS; **OR**, a CPA license; **OR**, a CISA certification may be substituted for the two years of the required experience.

KNOWLEDGE OF

Principles and practices of generally accepted accounting principles and auditing standards, including governmental auditing standards; applicable federal, state, and local laws and regulations; elements required to provide data security; mainframe, network, and PC based data processing applications and processes in a business environment; structure of network systems and related security; methods and practices of financial and statistical record keeping; how to compose effective correspondence and reports; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic, at the level required to effectively perform the duties of the position; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; plan, organize, and perform auditing functions and requirements for complex projects and in a computerized environment; work independently and exercise sound judgment in determining and carrying out required audit procedures; work effectively with college and District staff; interpret and apply State Education Code, Title V, California Community College Budget and Accounting Manual, Contracted District Audit Manual, applicable federal, state and local laws and regulations, District policies and regulations; prepare concise written reports and recommend an effective course of action; make verbal presentations to staff and Board of Trustees upon request; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work with minimal direct supervision; meet schedules and timelines; manage one's own time and the time of others; read, write and perform mathematical calculations at the level required for successful job performance; handle personal and private information with discretion; effectively learn and operate equipment and software related to the duties of the position; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.