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<b>Job Title</b>	IT Manager of Internal Audit
<b>PVN ID</b>	RF-2410-006507
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Internal Audit
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$113,745.00 - \$132,703.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 11, 2024 (Or Until Filled)

## General Description

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Reporting to the Director of Internal Audit, the IT Manager of Internal Audit is responsible for exercising independent judgment, as delegated, in the fulfillment of duties and responsibilities assigned. The incumbent is directly responsible for the information technology audit function and plans audits of the Office of Systems and Information Services (SIS).

The position is responsible for developing specific audit steps and independently conducting fieldwork at the Research Foundation. The incumbent maintains exemplary standards of professional ethics and participates in activities that keep them current in the field of information technology auditing. The incumbent supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

## Other Duties

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- Review logical security and determine if appropriate access to system resources is granted to employees of the Research Foundation
- Review system operations
- Identify and document deficiencies during the course of an audit and recommend corrective actions
- Evaluate risks and internal controls related to specific system applications
- Evaluate the effectiveness of network system security to detect intrusions, viruses, and other significant security events. Determine that security events are captured and properly monitored
- Evaluate and monitor system development to determine if changes are properly approved, documented, and tested
- Review and assist in the development of procedures for the Office of Systems and Information Services
- Prepare audit programs to plan and execute IT audits of controls over the Research Foundation's computerized systems

- Evaluate data retention procedures to ensure controls are in place to provide reasonable assurance that back-ups are performed regularly and back-up media are appropriately protected
- Draft written audit reports of findings and recommendations for corrective actions
- Assist in special projects and confidential investigations as assigned
- Other duties as assigned

## Qualifications

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- Minimum of Bachelor's degree in Accounting, Information Systems/Computer Science, or related field
- 3+ years' prior work experience in IT auditing
- A professional certificate such as a CISA, CIA, or CPA is a plus
- Good oral and written communication skills
- Good analytical and organizational skills
- Ability to work independently or as part of a team
- Ability to work with diverse groups
- Knowledge of computer software applications (spreadsheets, word-processing, and PowerPoint)
- Knowledge of audit software is a plus