

City of Fort Worth, Texas Job Description

Classification Title	IT Auditor		
Job Code:	PR1730	Job Family:	Professional
Pay Grade	611	Date Reviewed:	06/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Audits IT general, application and security controls through the process of collecting data and evaluating various components from application systems and IT infrastructure. Protects the integrity of data and IT assets by identifying, recommending and reporting on control weaknesses.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs audits on IT software applications, business operations and infrastructure; and follows Control Objectives for Information Related Technology framework and Generally Accepted Government Auditing Standards.
2. Extracts and analyzes data from various City software systems; develops Microsoft Access databases; develops and writes IT audit programs for audit phases, including planning, field work, report writing and follow up.
3. Observes processes and tests specific controls to ensure compliance with policies and procedures, municipal local code and federal law.
4. Conducts interviews and meetings with auditees; conducts entrance and exit conferences for audits; and develops recommendations to remediate audit findings.
5. Assists auditors with obtaining data for audit testing; and trains and assists auditors on how to acquire specific data in various City software systems.
6. Participates as a non-voting member of the City of Fort Worth Cyber Security Steering Committee; attends monthly meetings; provides recommendations or suggestions to protect IT infrastructure; and reports security incidences for future audit planning.
7. Assists City Auditor and Assistant City Auditor in special projects for trend analysis reporting and information gathering.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services, and activities of a municipal internal audit program.
 - Principles used in the evaluation of business operations, information technology and systems.
 - Budgeting and management control systems.
 - Generally accepted accounting principles and auditing standards.
 - Laws and regulations governing municipal taxation, finance and auditing.
 - Principles and procedures of financial record keeping and reporting.
 - Office equipment including computers and supporting word processing, spreadsheet applications.
 - Principles of operating systems and other IT resources in the City software systems.
 - Software development life cycle.
 - Information technology project management and governance framework.
 - Phases of auditing concepts following Generally Accepted Government Auditing Standards.
 - Microsoft Office Suite products.
 - Network, software and hardware security controls.
- **Skill in:**
 - Financial analysis.
 - Time management and organization.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Write codes and language for various programs.
 - Interpret policies and procedures, local government code and federal law.
 - Conduct audit in a timely manner and meet deadlines.
 - Create files and folders on the internal audit document repository.
 - Interpret, explain and enforce department policies and procedures.
 - Research and evaluate work procedures to recommend improvements.
 - Analyze, monitor and audit governmental expenditures and other financial data.
 - Recommend corrective actions, policies, and procedures to safeguard City assets.
 - Perform a variety of general accounting duties.
 - Interpret, and use of computer audit tools.
 - Analyze, monitor and audit IT applications and make appropriate recommendations.
 - Design and construct databases for use in audits.
 - Prepare clear and concise reports.
 - Deliver timely scheduled audits within time budget.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in information technology, accounting, financial analysis, or auditing and seven years of increasing responsibility in information technology, auditing or accounting.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.