



SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

## EXEMPT OPPORTUNITY

**POSITION TITLE:** IT Internal Auditor

**REPORTS TO:** Inspector General

**DIVISION/DEPARTMENT:** Division of Inspector General

**HIRING RANGE:** \$80,000 – \$90,000

### ABOUT THE JOB:

The Clerk & Comptroller's office is seeking an IT Internal Auditor to provide professional auditing and investigative services, with a primary focus on information technology (IT) business systems and operations. Employees in this classification perform a wide range of projects designed to evaluate the effectiveness, efficiency and economy of operating policies, internal controls, procedures and systems, as well as determining compliance with laws and regulations. Employees determine the scope of projects, obtain information and documentation, and observe and evaluate activities. Results are formally reported to ensure the continued identification and effective management of risk.

The Clerk & Comptroller's office has demanding timelines and we need an experienced IT Internal Auditor who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

### ROLE OF POSITION:

**The successful candidate will perform the essential functions as outlined above, as well as the following functions:**

- Leads or participates in audits, investigations and other reviews; leads or participates in establishing objectives and work programs; identifies and evaluates key IT and other risks; determines adequacy and effectiveness of IT controls, effectiveness and efficiency of activities under review, and compliance with policies, laws, regulations and good business practices
- Performs complex and comprehensive audits and reviews of IT processes and systems related to planning, organization, acquisitions, changes, delivery of IT services (including outsourcing of IT services), and IT support and monitoring; such audits and reviews may include but not be limited to governance, general and application controls, security administration, business continuity and disaster recovery planning, IT asset management, infrastructure controls, change controls, and system development life cycle controls



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- Conducts IT audit assignments including defining audit scope, and developing and performing the audit procedures
- Reviews and evaluates internal control procedures and security for new and/or upgraded systems to interpret risk and propose solutions
- Identifies areas of weakness or noncompliance; recommends corrective action to improve operations and/or to reduce costs
- Prepares comprehensive written reports based on findings and observations, communicate information with appropriate management personnel
- Assists in conducting IT risk assessments and analyses, developing and executing annual IT work plans, developing continuous auditing and monitoring tools, supporting accreditation and certification plans, supporting quality assessment plans, updating procedures manuals, and maintaining records and databases
- Consults with management, staff, internal and external auditors, and other officials to review IT operations and activities, review and resolve problems, and provide advice and recommendations
- Travels to all Clerk & Comptroller office locations when required in the performance of positions responsibilities
- Assists in providing training and awareness of auditing and investigative methodologies and best practices to Clerk management and external parties through presentations and workshops

### **THE IDEAL CANDIDATE:**

#### **The ideal candidate will have the following minimum qualifications:**

Bachelor's degree in Accounting, Business, Computer Science, Management Information Systems or related field, supplemented by five (5) years of recent and relevant experience. Demonstrated knowledge and experience with IT audit standards, methodologies, and tools. A strong understanding of general IT and application controls, information security, and technology risks for various hardware and software platforms. Working knowledge of general controls governance framework (COBIT 5). Certified Information Systems Auditor (CISA) certification is preferred.

**Salary stated above is annual, negotiable depending on qualifications**

**To Apply:** [www.mypalmbeachclerk.com/careers](http://www.mypalmbeachclerk.com/careers)