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# Example of Assurance Staff Job Description

Our innovative and growing company is searching for experienced candidates for the position of assurance staff. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assurance staff

* Perform other duties requested by management
* Assists in the planning, preparation, and reviewing of company compliance with HITRUST reporting audit standards
* Perform initial assessments of certain company operations in preparation for HITRUST engagements with minimal guidance and direction from audit management
* Exercise professional judgment to determine materiality of findings and the adequacy of IT and business operations for effectiveness and efficiency
* Assist company operations in preparing for initial and on-going HITRUST engagements, including identifying risks, controls and monitoring activities
* Ability to simultaneously manage/coordinate multiple HITRUST engagements with business and external audit firms
* Accountable for the auditing process related to a wide range of areas within the business unit
* Evaluates document control process to ensure appropriate procedures are in place, documentation inventories are current, document owners are established, review frequencies are maintained, member training is accurate and current, change request process is followed, and deviation process is followed
* Serves as a resource in the creation and revision of process documentation
* Primary function is to evaluate the clarity and specificity of the documentation, with the goal of clear communication of required steps within procedures

## Qualifications for assurance staff

* Selects the appropriate technical tests, network or vulnerability scan tools, and/or pen testing tools based on review of requirements and purpose
* Performs joint interoperability testing on systems exchanging electronic information with systems of other services or nations, and determines whether the system is certified as interoperable based on analysis of results
* Must be willing to work out of an office located in Pleasanton, CA (Rosewood)
* Bachelor of Science/Business Administration or Master of Science in Accounting or related field
* Advanced knowledge of cloud technologies, with Amazon Web Services being preferred
* 150 CPA credits and all degrees completed before full-time start date