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# Example of IT Audit Analyst Job Description

Our company is growing rapidly and is looking to fill the role of IT audit analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT audit analyst

* Develop the information security awareness, training and education program-s strategy and methodology
* Facilitate or lead development of accurate and relevant information security process and operational metrics
* Establish monitoring measures to detect and ensure correction of security breaches and policy violations
* Analyze and enhance the effectiveness of the Enterprise wide information security program
* A broad and deep knowledge of technical accounting and business practices
* Experience working with highly complex systems, and in extremely technical business environments
* Experience using computers, Microsoft products, report writers and audit software packages as audit tools
* Experience working with ACL analytics is a plus
* An objective, independent, mature, unbiased individual with the highest integrity
* Polished communication skills, including an ability to listen to the needs of the business units and comprehend complex matters

## Qualifications for IT audit analyst

* Ability to work effectively across the organization, effectively soliciting full cooperation and being accepted by business partners as a true value add
* Excellent team player who works extremely well in a in a collaborative environment
* Ability to influence, train, mentor and leverage the skills of others to achieve objectives
* Assisting the CIA with preparation, proofing and editing of quarterly Audit Committee Status Report and Annual Audit Plan
* Proofing and editing internal audit reports and other correspondence for clarity, format, and, proper grammar and punctuation
* Producing monthly Management Action Status Report provided to Business Unit Heads and CEO