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# Example of IT Audit Analyst Job Description

Our company is searching for experienced candidates for the position of IT audit analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT audit analyst

* Coordinate with independent auditors in executing audit procedures for the organization, including SOC1, SOC2, NIST
* Responsible for governance and reporting for general IT controls and automated application controls, which include SOX, PCI, FERPA, GLBA and other regulatory compliance
* Lead IT audit and compliance projects and initiatives to implement appropriate and effective IT controls
* Oversee design, implementation and continual operation of general IT controls, including access to programs and data, change management, SDLC and program development, and computer operations
* Coordinate and facilitate all IT audits and compliance projects, acting as an intermediary between internal and external auditors, and the IT department/organization
* Provide project management support to all IT audits and compliance projects, including documentation tracking and providing, and status management and reporting to internal management and external audit parties
* Design and implement compliance testing and documentation across all process domains
* Review audit results with appropriate management personnel and provide recommendations for remediation
* Write reports and develop presentations to communicate audit findings, control gaps and remediation efforts to management
* Oversee and facilitate remediation efforts with management personnel

## Qualifications for IT audit analyst

* Excellent analytical skills, attention to detail, and a high level of initiative
* Experience working in industry’s best practice project management, SDLC, and QA Audit framework and tools, and process improvement models such as CMMI and Lean/Sig Sigma
* Leading specific audits of SOX or financial reporting, ISO27001, SOC, PCI-DSS and HIPAA, operational and regulatory audits, including planning individual audits, performing tests and reporting
* Supervising or reviewing tests prepared by analysts
* Full scope responsibility for delivery of a complete SOX, ISO 27001 and Internal audit unit
* Assisting managers in their objectives to interact with management to inform them and obtain their support for Compliance Programs and IA objectives