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# Example of IT Auditor Job Description

Our growing company is searching for experienced candidates for the position of IT auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT auditor

* Assisting in the development and execution of a risk based IT audit plan
* Performing IT policy compliance, business continuity, system implementation, security incident, and other recurring IT audits
* Assisting in the communication of findings and recommendations to all levels of departmental and operating unit management verbally and through concisely written reports
* Assisting with other special projects and various administration tasks as they may arise
* Plans, develops and performs data acquisition, data discovery, queries and data-mining analytics to isolate anomalies, trends, fraudulent activities and/or to conclude on audit objectives with Sr
* Effectively analyze, classify, and document functional and technical requirements and facilitate interviews with business representatives, as necessary, to evaluate workflow processes and solution requirement
* Researches, validates and documents results of analysis and provides recommendations pertaining to the impact of issues to the company and any associated actions required to mitigate those issues
* Effectively presents and communicates less complex issues and technical information in a clear and concise manner to technical and non-technical audiences
* Ensures timely completion of work, evaluating performance against budget, and documenting variances with Lead Analyst/Manager guidance
* Develops, maintains and continually improves the design, implementation, efficiency and automation of continuous auditing reports, tools and techniques used to evaluate company-wide controls on a continual basis

## Qualifications for IT auditor

* Financial and business process controls
* Will accept Master’s degree in specified fields, and two (2) years of experience in specified role as alternative
* Demonstrated experience must include participating in audit planning for IT application and infrastructure controls
* 2-6 years IT audit from public or private
* Ability to travel to New Jersey if/when needed
* A bachelor’s degree in information systems, accounting, finance or equivalent