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# Example of IT Compliance Manager Job Description

Our company is looking for an IT compliance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT compliance manager

* Act as primary point of contact for audits, facilitate written business responses to audit findings and develop action plans with key stakeholders
* Provide consultative support to engineering teams and business partners to identify opportunities for control improvements with the objective of mitigating risk and improving operational performance
* Participate in and lead teams in ad hoc assignments and investigations as needed
* Maintain centralized document repository for testing plans and business requirements across the organization
* Coordinate plans and reporting for front-line compliance testing leads
* Verify that required compliance controls are baked into new products
* Be able to travel up to 20%, including some international travel
* Perform risk assessment analyses and valuations for the current business processes new processes and system implementations
* Manage the documentation of new or existing IT General and Application controls update existing documentation to reflect changes in the process or controls
* Assist with the development of effective remediation plans for control deficiencies

## Qualifications for IT compliance manager

* Ability to distinguish between a root cause and a symptom
* Interpersonal and collaborative skills and the ability to articulate security and compliance related concepts to both technical and nontechnical audiences
* Test the controls documented and communicate results in work papers and written reports to all levels of management
* Serve as point of contact for company’s external auditors in defining walkthrough and testing timelines, gathering of requesting data and review of provided data for accuracy and completeness
* Assist with the transition of the Sarbanes-Oxley initiatives to the process owners, and encourage ownership
* Engage in ad hoc projects as assigned by supervisor, which may include re-engineering projects, system implementation reviews, cross-divisional coordination around technology controls and activities related to the implementation of GRC tools