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# Example of Security Compliance Analyst Job Description

Our growing company is hiring for a security compliance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security compliance analyst

* Direct interface to the SOX and SSAE 16 audit team throughout entire audit lifecycle, representing the IT organization
* Works directly with control owners to oversee the development, documentation and maintenance of the IT SOX and SSAE 16 control framework
* Works directly with controls owners and internal teams to formulate remediation plans for all identified findings
* Be the single point of contact for all customer security RFI & communications
* Assist auditors, consultants, customers and other third parties with information security questionnaires, audits, reviews, investigations
* Provide technical auditing duties as liaison between IT and Internal Auditing Department
* Inspect and evaluate financial and information systems, management procedures and security controls
* Develop and administer risk-focused exams for IT systems
* Review or interview personnel to establish security risks and complications
* Execute and properly document the audit process on a variety of computing environments and computer applications

## Qualifications for security compliance analyst

* This individual will have excellent written and oral communication skills, interpersonal skills including the ability to articulate to both technical and non-technical audiences
* Leadership skills (May lead project teams)
* Certified Information Systems Auditor (CISA) and/or Certified in Risk and Information Systems Control (CRISC) strongly preferred
* Understanding of Cloud industry technologies and IaaS, PaaS, SaaS platforms preferred
* You are passionate about Information Security and Compliance
* You communicate clearly and transparently