



# Example of Security Compliance Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of security compliance specialist. 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 security compliance specialist

- Assist in performing CDA assessments per NEI 08-09 App
- Assist in evaluation of technical, operational and management controls for Critical Digital Assets
- Identify and recommend options for remediation of identified vulnerabilities, including the development of alternate controls
- Support Audit Readiness lead during external and internal Audit Activities
- Ability to successfully collaborate with AESIP FCD, GCSS-Army PMO and LSI on in support of all Audit Readiness requirement
- Ability to run SAP Security/SUIM reports to obtain information for audit inquiries and reviews
- Ability to generate, review, and follow up on exceptions for SAP Firefighter Access or elevated system access privileges
- Ability to use SAP system to research Firefighter history usage to gain information about individual activities
- Familiarity with SAP tables and queries to generate users data for role reaffirmation efforts
- Ability to effectively use all technology to document annual role reaffirmation efforts

## Qualifications for security compliance specialist

- A minimum of 4 years in the Information Security field with IT audit experience and/or compliance experience a plus, preferably with a large financial institution or Big 4 firm
- Must have demonstrated knowledge of IT General Computer Controls, including Information Security, Information System Operations, Vendor Management, Business Continuity, Networks, Database, System Software, Hardware, and Application Development controls
- Strong analytical skills to analyze laws, regulations and translating the security requirements into appropriate security programs, projects, controls, and training
- Demonstrated excellent oral and written communication skills for interaction with all levels of management and staff including the ability to communicate regulatory requirements, security objectives, policies, and standards in business terms
- Strong team player with the ability to communicate effectively within cross-functional groups and perform peer reviews of work products
- Excellent organizational skills and critical attention to detail and deadlines with the ability to handle multiple projects simultaneously