



JOB DESCRIPTION

Title: Senior IT Auditor
Reports to: IT Audit Manager
Department: Audit

Classification: Exempt
Date: September 2012

JOB FUNCTIONS AND RESPONSIBILITIES: The following sets forth the primary responsibilities of this job, but is not an exhaustive list. The Bank, through its managers and supervisors, reserves the right to assign any additional duties necessary to meet the needs of our customers, associates and/or shareholders.

- Provides professional audit work, individually or as a team leader, in conducting reviews of assigned organizational activities in accordance with Standards for the Professional Practice of Internal Audit, and department standards.
- Plans and executes corporate information technology (IT) audit projects designed to provide assessment of internal control processes and operational performance, in accordance with department and professional standards.
- Demonstrate and apply a thorough understanding of complex information systems. Prepares and reviews audit work papers and reports documenting the result of reviews of assigned activities and recommended management action.
- Use knowledge of the current IT environment and industry IT trends to identify potential issues and risks.
- Performs, individually or as part of a team, IT audits of the Corporation in accordance with the Standards for the Professional Practice of Internal Audit as set forth by the IIA, and department standards.
- Prepares detailed plans for performing individual audits including the identification of key risks and controls, determination of audit objectives, and development of an appropriate audit program. Recommends the necessary staff and budget to complete the project.
- Prepares under minimal supervision audit reports designed to provide operating and Corporate management and the Audit Committee of the Board of Directors with an objective assessment of systems, processes and operations, and management's planned corrective actions.
- Participates in reviews of internal controls and security of systems under development as well as major IT projects and initiatives.
- Assists in the development and execution of a comprehensive audit plan based upon risk assessment, management's goals and objectives, and the requirements of the Board Audit Committee. Identifies potential audit areas, assists with assessing the degree of inherent risk, and estimating the time and skills required to complete audit projects.
- Perform or assist in the performance of special projects or studies, including risk assessments, fraud investigations, audit department policy updates, due diligence acquisition reviews, etc. Provide assistance for quarterly and annual SOX 302 and 404 certification requirements.

EDUCATIONAL KNOWLEDGE AND/OR PROFESSIONAL EXPERIENCE:

Required: This position requires the following educational and/or job experience:

- Undergraduate degree in computer science, networking, accounting, finance or a related field, or sufficient experience in public accounting, internal auditing, or other field that would provide the same basic knowledge.



- A minimum of four years operational IT audit experience in an environment that provides exposure to sophisticated information systems audit techniques, network security, technology infrastructure, software development, project management, or a related field for which Internal Audit has a need.
- Certification as a Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), Certified Public Accountant (CPA), and/or specific to the information technology industry such as a Certified Network Engineer, Certified Security Professional, or other certification for which Internal Audit has a need.
- Understanding of concepts related to information systems audit, including security and control risks such as logical and physical access security, change management, information security, business recovery practices and network technology.
- Strong analytical ability, including network and network systems design, capacity planning, operations methodology, error detection/resolution techniques, quality assurance techniques, and IT implementation and management methodologies.
- Knowledge of Control Objectives for Information and Related Technology, Accepted Auditing Standards, Standards for the Professional Practice of Internal Auditing.

Preferred:

- A minimum of six years operational IT audit experience.
- Exposure to Sarbanes-Oxley Section 404 and an understanding of the general compliance requirements related to information technology.
- Experience with electronic audit work paper technology.
- Fraud investigation experience; including interviewing, research, forensic accounting, and/or prosecution
- Merger and acquisition, due diligence, system integration experience
- Previous experience in the financial services industry (i.e. banking, mortgage, broker-dealer, banking, etc.)

SKILLS AND ABILITIES: The following is intended to give an overview of the requirements of the position, but is not an exhaustive list.

- Proficient in MS Office applications which include Outlook, Word, Excel, PowerPoint, Access, and Visio
- Demonstrated critical thinking and analytical skills
- Demonstrated organizational and leadership skills, including the ability to successfully manage multiple projects simultaneously
- Demonstrated ability to work independently while contributing to the success of the team
- Exceptional oral and written communication skills suitable for all levels of management. Ability to negotiate and inspire effective, timely, proactive or corrective action by management

WORK ENVIRONMENT: The following is intended to give an overview of the work environment of the position, but is not an exhaustive list.

- Office setting with traditional hours.
- Must be able to work overtime to the extent necessary.
- Must be able to travel – estimated at 10% of the time.

The Bank is committed to providing qualified applicants and associates reasonable accommodation, when necessary, to enable the individuals to complete the application process and/or perform the



essential functions of the job. An applicant and/or associate requiring reasonable accommodation to perform any essential job function, should contact Human Resources.