

***Company Name**

*Position Title:	IT and Compliance Auditor
*Location:	Alpharetta, GA (Atlanta, GA metro)
*Position Type:	Full-Time
*Compensation:	Salaried
*Start Date:	2/10/2011

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***JOB DESCRIPTION**

Basic Job Function:

Perform detailed information technology audit reviews, internally to assess the Company's risk factors and performance related to existing information technology and proposed information technology projects. The results of this work are reported to LexisNexis Senior Management on a regular basis. This role also acts as an advisor to management regarding the impact of information technology on the internal controls of the business. This position is responsible for performing audits and internal testing of controls around both the ChoicePoint & Reed Elsevier FTC Orders, ChoicePoint AVC and other regulatory acts including, but not limited to, FCRA, DPPA, GLBA, and HIPAA/HITECH. This position reports to the Director, Audit & Compliance.

Accountabilities:

Participate in the internal testing for the FTC information security assessment for both Reed Elsevier and ChoicePoint FTC Orders. This includes working heavily with both the Senior Director Audit & Compliance and Director Audit & Compliance on scoping, controls development, and execution of testing plans. Provide support, as needed, to the PSCO Security, Investigations, and Incident Response Team (Programs and Policies) regarding its maintenance of the inventory of applications and systems deemed in scope for the assessments, which will be updated at least semi-annually. This position is responsible for executing the internal testing methodology which will be used to test ISO27002 internal controls both continuously and prior to the biennial independent auditor's assessment. This position will oversee the execution of test plans. This position will work with the various business units to implement controls and remediate controls where necessary. During the internal assessment testing, this position will work closely with the third party auditor to ensure document requests are returned in a timely manner, and the documentation meets the needs of the third party auditor. Additionally, the IT and Compliance Auditor shall contribute to the development of the annual data privacy compliance plan by leveraging knowledge of existing internal controls and assessing operational effectiveness and efficiencies across the organization. These duties include making inquiries to management regarding issue status and providing ad hoc and template reports. The IT and Compliance Auditor shall plan, execute and report information technology, privacy, and operational reviews with minimal supervision. These reviews will identify business, privacy, security, compliance, information technology and regulatory risks, in addition to identifying cost savings opportunities and typically include the following type of reviews: application audits; network reviews; information security audits; system development life cycle (SDLC) reviews; regulatory and other compliance reviews (e.g., FCRA, DPPA, GLBA, HIPAA software licensing); and general controls reviews. The IT and Compliance Auditor shall provide assistance to internal audit staff through the usage of Computer Assisted Audit Techniques (CAATs), for data mining purposes in privacy, information system, operational and regulatory compliance audits. Duties also include working with management on existing and proposed information technology projects to integrate continuous auditing technologies such as audit hooks and integrated test facilities into these applications. Act as an advisor to management on business, IT, and privacy controls impacted by information technology through direct interaction and as a member of various project teams and committees. Additional duties include the following: provide an independent assessment of existing information technology structure where requested by the VP of Audit and Compliance; provide potential system costs to mitigate critical operational weaknesses to audit management and participation on technology integration teams to help prioritize system integration issues. Ad-hoc assignments (analysis, audit committee meeting preparation, etc.) as required. Provide functional advice, supervision or training audit staff.

***JOB REQUIREMENTS**

Please provide a description of skill sets and other qualification necessary for applicants.

Travel:	15%
Education:	B.A. or B.S. Degree in MIS, Computer Science, Finance or Accounting
Experience:	2-3 years - systems audit experience
Certification:	Required: Working towards CISA or CIPP Desired: CPA or CISSP

COMPANY INFORMATION

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