

Position: IT Controls & Compliance Analyst

Department: IT

Reports to: CIO

This position is responsible for activities related to the enterprise's IT regulatory compliance acting as the central point of contact for information security audits and the enterprise's requisite internal IT controls relating, but not limited to, SOX, PCI compliance, HIPAA, etc., conducting assessments of security controls, and developing a security exception process.

Responsibilities include but are not limited to:

- Develops and implements a regulatory and contractual compliance program including PCI, HIPAA, SOX, etc., including all aspects of annual certification, as appropriate, and relationship management of contracted assessment firms.
- Implement network security policies and procedures following industry standards and regulatory requirements such as SOX and Payment Card Industry Data Security Standards (PCI-DSS), including developing and maintaining current diagrams and documentation and regular review and approval with IT leaders and the Information Security officer.
- Conducts all internal assessments across the enterprise for new and changing applications, systems, providers, mergers and acquisitions to support the business and maintain compliance.
- Performs intrusion detection analysis using proactive methods and tools.
- Oversees remediation items across the enterprise and supports the remediation efforts with technical assistance as necessary to maintain compliance.
- Acts as the central point of contact for all internal and external information security audits.
- Acts as subject matter expert on IT regulatory compliance for PCI, HIPAA, SOX, Federal/State regulations and legislation. Provides guidance to the enterprise on the necessary IT controls to protect sensitive data and maintain compliance.

Qualifications:

Education and Certifications

Bachelor's degree in accounting, finance, or information technology. Certification as a Qualified Security Assessor (QSA) or an Internal Security Assessor (ISA) desired.

Experience and Skills

Generally requires 3+ years combined experience in Information Security and IT Audit. Experienced with all aspects of regulatory and contractual compliance, including PCI, SOX and HIPAA requirements for information systems. Certification as a Qualified Security Assessor (QSA) or an Internal Security Assessor (ISA) desired, but not required.

Competencies

- Demonstrated ability to communicate conceptual and technical information both verbally (on phone, one-on-one, to groups) and in writing (emails, letters, reports, presentations) to various audiences (work group, team, company management, external clients)
- Ability to establish & maintain effective relationships with individuals at all levels of the organization & with vendors
- Excellent at developing and delivering presentations to various audience levels within an organization, including executive management
- Ability to translate technical data into business impact information
- Solid understanding of assessing and designing internal controls in an enterprise-level environment.

- Ability to adapt to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Exceptionally self-motivated, directed, and detail-oriented.
- Superior analytical, evaluative, and problem-solving abilities.

Anyone interested in this position, please contact Anna Green in Corporate Human Resources.

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