

Ceridian

*Position Title:	Sr. IT Auditor
*Location:	Atlanta, GA
*Position Type:	Full Time/ Perm.
*Compensation:	Salaried
*Start Date:	ASAP

ISACA Atlanta is not responsible for the content or accuracy of this job posting.

***JOB DESCRIPTION**

Job Responsibilities :

- Developing and maintaining the Internal Audit IT Risk Assessment.
- Planning and executing technology audits (e.g., data center audits, general control reviews, information security reviews, system development assessments, etc.).
- Reporting audit results to all levels of IT, Business Unit and Corporate Management.
- Providing leadership and support to the Internal Audit team to integrate technology coverage into operational and financial audits. Specifically provide assistance in the identification and testing of key application controls as well as the use of computer assisted audit techniques to improve the risk focus and efficiency of operational and financial audits.
- Planning and leading audits within assigned areas of responsibility. Responsible for all aspects of audit execution -- assessing risk and performing detailed audit planning; determining required resources (numbers and skill sets) and working with Ceridian's Audit management to obtain resources; providing leadership throughout the audit; regularly communicating with management and serving as the key interface between management and the auditee; developing and communicating audit concerns to appropriate levels of management; writing and delivering audit reports; and working with management to develop reasonable and sufficient corrective actions.
- Assisting on audits outside of assigned areas of responsibility (in a team member role).
- Developing and maintaining proactive working relationships with relevant IT and Business Managers across Ceridian. Maintain regular contact with key managers and become involved in key management processes (e.g., meetings, information streams, etc) to maintain awareness of strategies and initiatives and provide input on risks and controls.
- Maintaining appropriate industry associations to keep up to date with emerging technologies/IT risks and identify/leverage audit best practices. Ensure Internal Audit team is advised of key developments in all areas of responsibility.
- Working with Ceridian's external auditors to coordinate IT coverage across areas of responsibility and ensure that audit work is comprehensive and sufficient to allow the external auditors to rely on the work. This is to be accomplished across Ceridian's financial statement audit, SAS 70 work, Sarbanes-Oxley Section 404 assessment, and other relevant attestation work. Continually maintain the Internal Audit Risk Assessment, plan and lead audits within assigned areas of responsibility.

Qualifications:

- Bachelor's degree in related field (e.g., Computer Science, Management Information Systems, Accounting); master's degree desirable.
- Professional certification preferred [e.g., Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), Certified Information System Security Professional (CISSP)].
- 4+ years of internal and/or external audit experience.
- Mix of operational, financial and IT audit experience desired.
- Experience leading audits – at least 1 year as a project lead, including: • Risk assessment • Planning • Audit execution • Issue/report writing • Management interaction
- Working knowledge of automated IT audit tools, including data mining/analysis tools (e.g., IDEA or ACL) and scanning tools (e.g., ISS tools). Working knowledge of automated GRC tools is also preferred.
- Outstanding written and verbal communication skills.
- Excellent presentation, relationship building and interaction skills.
- Solid strategic thinking approach, business risk awareness and appropriate judgment to use a risk-based approach in planning the audit focus.
- Ability to work in both independent contributor and team roles (both as a team leader and team member).
- Broad working knowledge of technology platforms including: mainframe, midrange, client-server, LAN/WAN and web-enabled platforms; as well as processes including: information security, database management; software development and quality assurance methodologies; business continuity/disaster recovery planning; and telecommunications. Demonstrated in-depth knowledge of some of the following: Oracle databases; Unix, z/VM, and Windows operating systems; and HP9000, IBM zSeries, Tandem, and Unisys Enterprise Server (ES) platforms.
- High level of tact and ability to communicate complex and potentially sensitive issues to various levels of management – both within Ceridian's IT organizations and outside to key non-technical business personnel.
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

- Reacts to audit adjustments and alterations promptly and efficiently.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Able to travel up to 35%. Travel is primarily within the US, returning home on weekends.

***JOB REQUIREMENTS**

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

Travel:	30%
Education:	Degree Preferred
Experience:	Years Experience Preferred
Certification:	Required: Desired:

COMPANY INFORMATION

Please provide a description, background information, or website address for the company.

CONTACT INFORMATION

Job Reference:	Reference Number or Job Code
*Contact Name:	Caroline Parker
*Method:	Caroline.Parker@ceridian.com
Website:	www.ceridian.com

SPECIAL INTRUCTIONS:

Please provide additional/special instructions for the potential applicant to follow-up (e.g., provide a cover letter, résumé, and salary history...).