

***Company Name**

*Position Title:	Staff IT Auditor
*Location:	Norcross, GA
*Position Type:	Full-Time
*Compensation:	Salaried
*Start Date:	ASAP

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

***JOB DESCRIPTION**

The IT Staff auditor works with under the direction of the IT Audit Manager and assists in performing assigned audits and special projects to determine propriety and efficiency of control structure and operating processes, including recommendations for improvement in processes and controls. Assist in the performance of special reviews and projects at the request of management.

The primary responsibilities of this position include performing IT general controls reviews, walkthroughs and Sarbanes-Oxley 404 audits of our IT processes and systems. The individual will execute and perform audit procedures based on the audit plan and prepare detailed reports and recommendations in both oral and formal written formats.

See www.rocktenn.com for a full job description.

***JOB REQUIREMENTS**

- Assist in planning the development of risk based audit scope, objectives and audit program; assist in developing the audit procedures and testing methodologies to be used
- Assist in assessing IT operating processes and develop conclusions about their effectiveness; identify key control points of systems
- Conduct audit testing and review of transactions, documents, records, and methods for accuracy and effectiveness; conduct interviews and observations and complete asset verification
- Assist in developing risk assessments for critical business processes; assist in preparing appropriate audit plans
- Assist in preparing oral presentations and/or written reports supporting results of audit examination, conclusions, and recommendations
- Perform assigned post-audit follow up to determine adequacy of corrective actions taken
- Perform application control reviews to determine the effectiveness of controls over individual application systems, such as general ledger, purchasing, accounts payable, inventory, payroll accounts receivable, etc. Evaluate and assess the input / output and application controls of these systems to determine that data was processed accurately and completely.
- Reviews process documentation and perform walkthroughs and independent testing of IT general controls (ITGC) to ensure compliance with Sarbanes-Oxley Section 404.
- Interfaces with and assists the Company's external accounting firm.
- Performs special projects and other duties as assigned
- Performs special projects and other duties as assigned

Travel:	10% of Travel Required
Education:	Bachelor's Degree
Experience:	2+ years
Certification:	<i>Desired</i> : progress or desire to work towards CISA, CISSP, CIA, or CPA

COMPANY INFORMATION

RockTenn (NYSE: RKT) is one of North America's leading producers of corrugated and consumer packaging and recycling solutions, with annualized net sales of approximately \$10 billion. Based in Norcross, GA, we employ approximately 26,000 people and operate more than 245 facilities in the United States, Canada, Mexico, Chile, Argentina and China. www.rocktenn.com

CONTACT INFORMATION

Job Reference:	Reference Number or Job Code
*Contact Name:	Greg Hartley
*Method:	ghartley@rocktenn.com
Website:	www.rocktenn.com
SPECIAL INTRUCTIONS: Please apply on-line at www.rocktenn.com ; resumes may also be forwarded to ghartley@rocktenn.com	