JOB DESCRIPTION TEMPLATE

IT Auditor

Evaluates the design and operating effectiveness of technology controls across systems, applications, and infrastructure.

Department	Internal Audit / IT Audit / Assurance
Reports to	IT Audit Manager / Director of Internal Audit / Chief Audit Executive
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	3 to 6 years

POSITION OVERVIEW

The IT Auditor plans and executes audits of the organization's technology environment, assessing whether IT controls are well designed and operating effectively. This includes IT general controls, application controls, cybersecurity controls, and controls that support financial reporting.

Working within the internal audit function, the IT Auditor scopes engagements, tests controls, documents findings, and recommends improvements. The role provides independent assurance to management and the audit committee that technology risk is being managed.

This is a hands-on assurance role for a professional who is comfortable with both technology and structured audit methodology.

KEY RESPONSIBILITIES

AUDIT PLANNING AND SCOPING

- Support risk-based audit planning across the technology environment.
- Define audit scope, objectives, and test procedures.
- Identify key controls and risks for each engagement.
- Prepare audit programs and workpaper templates.

IT GENERAL CONTROLS TESTING

Test IT general controls across access management, change management, and operations. Evaluate:

- Logical access, provisioning, and segregation of duties
- Change management and release controls
- Backup, job scheduling, and operations
- Configuration and security baseline controls

APPLICATION AND SOX CONTROLS

Test application controls and IT dependencies that support financial reporting under SOX. Assess automated controls, interfaces, and key reports, and coordinate with financial audit teams on control reliance.

CYBERSECURITY AND INFRASTRUCTURE

- Assess controls across networks, servers, databases, and cloud services.
- Evaluate vulnerability management and security monitoring.
- Test controls against recognized security frameworks.

FINDINGS AND REPORTING

Document exceptions clearly, quantify risk, and write actionable findings. Review results with control owners, agree remediation, and prepare reporting for audit leadership.

FOLLOW-UP AND CONTINUOUS IMPROVEMENT

Track remediation of prior findings to closure and support the adoption of data analytics and continuous auditing techniques.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Accounting, Computer Science, or a related discipline.
- 3 to 6 years of experience in IT audit, internal audit, or a related controls or assurance role.
- Working knowledge of IT general controls, application controls, and SOX.
- Familiarity with audit methodology and workpaper documentation standards.

- Understanding of common technology environments, including cloud and enterprise applications.
- Strong analytical and written communication skills.

PREFERRED CERTIFICATIONS

One or more of: CISA, CIA, CISSP, CPA, or equivalent audit or security certification.

TECHNICAL KNOWLEDGE

IT general controls, application controls, SOX IT testing, access management, change management, cybersecurity control assessment, cloud and infrastructure controls, audit methodology, workpaper documentation, and data analytics for audit.
