Job Title	IT Audit Manager		**Job Code**	IT1013
Pay Plan	A&P	**Pay Grade** 21	**FLSA Status**	Exempt
Union	Non-Union		**Union Code**	000
Job Family	Information Technology		**Subfamily**	IT Audit

Job Family & Subfamily Summary

Information Technology Professionals provide plan, develop, maintain and support information technology systems and operations.

IT Audit Professionals appraise and evaluate UCFIT's infrastructure, policies and operations.

Job Summary

Responsible for planning, implementing, and establishing the university's IT audit function. Plan, develop, execute, and manage the creation and completion of the annual IT audit plan. Develop audit programs and execute testing methodology for individual audits leveraging COBIT, COSO, NIST, ISO and other relevant frameworks, regulations, and guidelines

Representative Duties

1. Leadership

- Leads and supports the planning and implementation of the IT audit function for the university.
- Responsible for performing the annual IT risk assessment, developing the annual work plan, and implementing and executing the annual work plan.

2. Projects

- Completion of advisory, assurance, and investigative project work in accordance with IIA and ISACA standards
- ServeS as a liaison to the university's IT community by participating on various committees and informal networking
- InteractsS with Senior Management and IT personnel on a regular basis

3. Administration

- Performs system administration duties for the departmental audit management software
- Provides education and training to other Audit team members related to IT audits and IT general controls
- Increases overall awareness of IT controls and risk

Last Updated: March 25, 2020

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		Certified Public Accountant or Certified Internal Auditor
Licensure(s)		

Work Experience

4+ years of relevant experience

Additional Requirements

Familiarity with COSO, COBIT, Sarbanes-Oxley and other regulatory compliance (HIPAA, PCI, NIST) and Higher Education industry are preferred.

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.