EMPLOYMENT CLEARING HOUSE
JOB OPENING

CONTACT:	NAME:	Steve Miera
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POSITION:	TITLE:	IT Audit Coordinator
	DEPARTMENT:	Internal Audit
	REPORTS TO:	IT Audit Manager
	LOCATION:	Minnesota
	SALARY RANGE:	$90,000 B $100,000
	TRAVEL:	20 to 25%

Position Overview (Major Functions and Non-Essential Functions): The IT Audit Coordinator coordinates and directs multiple simultaneous systems, integrated, operational, and compliance reviews. The IT Audit Coordinator collaborates with management in identifying opportunities and developing corresponding solutions; coordinates work responsibilities with both external and internal audit staff; and participates in consultative reviews. The IT Audit Coordinator reviews draft reports and works with the team and auditee to provide enhancements and finalization of the report. In addition, the IT Audit Coordinator participates in department management and operations administrative duties.

Minimum Education and/or Experience Required (Minimum Job Requirements, Education Requirements, Experience): Bachelor's degree in MIS/Computer Science, or general business/accounting with computer science emphasis is required. Certification (e.g., CISA, CSSP) or equivalent is required. Eight years of experience in IT and healthcare preferred, with a minimum of five years audit experience required. Comprehensive experience in leading and managing audit teams is essential. Strong analytical and communication skills and a working knowledge of auditing standards and data processing is critical. Computer skills required. Experience with Lotus Notes, Excel, and Word preferred. Experience with ACL and AutoAudit considered a plus.