

## **Process Controls Analyst / IT Auditor**

### **Summary**

Position works directly with IT and business management and users to make recommendations to minimize risk and optimize controls in Ultimate's systems and processes. Will work in a variety of cross-functional teams (operations, security, hosting, support, development, engineering, accounting and finance) to help advise and collaborate on a variety of projects and provide IT controls expertise and considerations. Position also involves leading or conducting IT, governance, compliance and privacy audit projects, and providing other IT risk and control related services to the organization's management and users.

### **Responsibilities**

- Assist in the assessment, design, development, implementation, monitoring and ongoing improvement of an Information Security Management System as defined through ISO 270001.
- Identify, design and implement measurable control metrics and provide ongoing maintenance and monitoring of various internal and external compliance monitoring programs.
- Provide IS audit services in accordance with IS audit standards, guidelines, and best practices to assist the organization in ensuring that its information technology and business systems are protected and controlled.
- Provide assurance that the organization has the structure, policies, accountability, mechanisms, and monitoring practices in place to achieve the requirements of corporate governance of IT.
- Provide assurance that the security architecture (policies, standards, procedures, and controls) ensures the confidentiality, integrity, and availability of information assets.
- Provide assurance that in the event of a disruption the business continuity and disaster recovery processes will ensure the timely resumption of IT services while minimizing the business impact.
- Assess current and future IT practices against frameworks such as CobIT, COSO ITIL, ISO 20000 and ISO 27001/27002 and make recommendations for improvements.
- Assist internal resources and external auditors during SAS70 and Sarbanes-Oxley audits.
- Conduct privacy audits and assessment.
- Develop or improve internal tools to streamline team workflow and provide better analytical capabilities for compliance.
- Act as liaison between IT and business users to ensure full understanding of data flow, data integrity, and system security.
- Oversee the remediation and tracking of audit/assessment exceptions.
- Provide analysis and support for policies and procedure within IT to ensure compliance to various domestic and international regulations.
- Update management on status of projects, testing and continuous improvement initiatives.

### **Required Qualification/Skills**

- Knowledge of management information systems terminology, concepts, and practices.

- Knowledge of distributed technology, Web-based technology, and infrastructure control issues.
- Knowledge of various methodologies and frameworks, including, Cobit, COSO, ITIL, ISO 20000 and ISO 27001/27002.
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Skill in assessing the effectiveness of internal controls over key IT risks, identifying significant exposures, analyzing transactions and other management information, and detecting changes in key risks and/or control effectiveness.
- Skill in planning and project management.
- Ability to work independently under general supervision with considerable latitude for initiative and independent judgment.
- Effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- Ability to make risk assessment recommendations using good decision making skills considering risk, cost and user impact to address risk exposures.
- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.
- Business communication skills and able to communicate effectively between IT and business roles.
- Enjoys a continuous process improvement working environment.
- Proficient in MS Word, Excel, Powerpoint, Access and Visio.

#### **Preferred Qualifications/Skills**

- 2-4 years general IT control audit experience.
- Understanding of general privacy concepts and practices.
- BA or MBA in MIS or relevant work experience.
- Other IT governance certifications or course work helpful, such as ITIL.
- CISA, CISSP, CIPP preferred.

#### **Contact Information**

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