

# INFORMATION SYSTEMS AUDITOR

Recruitment #1905-0350DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	COMPTROLLER
<b>Open Date</b>	6/21/2019 7:00:00 PM
<b>Filing Deadline</b>	7/19/2019 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## PURPOSE

Under the direction of the Auditing Manager, the Information Systems Auditor plays a vital role in ensuring that City of Milwaukee information systems meet or exceed standards, comply with government regulations, align with organizational goals, and are cost-effective. Auditing of information systems is critical to the City's internal financial and management control.

### **The City's Computing Environment:**

*The City uses Oracle's PeopleSoft in an offsite hosted environment. The City owns and maintains its own WAN. This WAN connects 5000+ City workstations with several City data centers. The primary data centers are: Information and Technology Management Division (ITMD), Police, Fire, Public Works, Health, Municipal Court, and Water departments. These data centers deploy servers ranging from a Z-series mainframe to Intel 32- and 64-bit servers. The servers are deployed on Windows Server, Linux-, and Unix-based operating systems. The servers run applications such as email, geographic information systems, water billing, legislative tracking, municipal court violations, police/fire dispatching, and records management.*

## ESSENTIAL FUNCTIONS

- Plan and administer information systems audits of City departments, boards, commissions, and programs, specifically evaluating computer centers,

computer operating systems, local and wide area networks, mainframe and microcomputer software applications, and system development projects, in addition to assessing system security, controls, and performance.

- Conduct preliminary research, coordinate with audit contractors, and prepare audit scopes, work plans, progress reports, and correspondence.
- Perform audit procedures, including carrying out testing, document review, inquiries, and analysis.
- Prepare orderly, logical work papers that document and support the audit work, its findings, and the recommendations.
- Prepare clear, detailed reports.
- Lead and supervise audit contractors and audit teams, including reviewing and approving audit work products and participating in audit meetings.
- Participate in the presentation of audit reports to Common Council committees.
- Participate in professional education activities to meet U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards (GAGAS, or Yellow Book).

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- Required to travel within the City of Milwaukee as needed.

## MINIMUM REQUIREMENTS

1. Bachelor's degree with a major in accounting, computer science, or related field from an accredited college or university.
2. Three years of recent professional information systems auditing experience performing duties related to this position.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

## DESIRABLE QUALIFICATIONS

- Certification as a Certified Information Systems Auditor (CISA).
- Certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Comprehensive knowledge of information systems technology, including design characteristics, control features, programming, and auditing procedures to test system controls, integrity, and reliability.
- Broad understanding of computer applications such as public sector accounting, water billing, and geographic information systems.
- Knowledge of current professional information systems auditing standards, best practices, procedures, and reporting.
- Ability to supervise professional auditing staff, including assigning and directing work, managing projects, and developing and communicating policies.
- Keen critical thinking skills, including analytical skills, problem-solving ability, decision-making skills, sound judgment, and strategic thinking.
- Ability to read, analyze, and interpret complex technical, financial, and legal documents.
- Knowledge of mathematics and ability to make accurate calculations.
- Oral communication and presentation skills to be able to present audit reports to various committees.
- Written communication skills: ability to compose satisfactory business correspondence and audit reports.
- Ability to use advanced features of word processing and spreadsheet software to produce professional auditing documents.
- Interpersonal skills to be able to build successful relationships and work cooperatively with people whose backgrounds may differ from one's own, including colleagues, contractors and consultants, and elected officials.
- Ability to collaborate with customer departments to meet organizational objectives.
- Persuasion, negotiation, and conflict management skills.
- Attention to detail as well as the ability to effectively plan and organize work, manage multiple priorities, and meet deadlines.
- Ability to comply with all applicable legal requirements, maintain confidentiality and information security, safeguard City resources, and perform duties in an honest and ethical manner.

- Commitment to stay current with professional information systems auditing standards and practices.

## CURRENT SALARY

The current salary range (2JX) is \$62,338-\$87,270, and the resident incentive salary range for City of Milwaukee residents is \$64,209-\$89,889. **Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit

<https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Office of the Comptroller reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Friday, July 19, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required

by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 202*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*