



NOTICE OF JOB OPENING

The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

JOB TITLE: Senior Information Systems Auditor, Harris Health System

POSITION #: 10019880

DEPARTMENT: County Auditor - Audit Division

JOB DESCRIPTION:

Harris Health System Internal Audit (HHSIA) is part of the Harris County Auditor's Office Audit Division. HHSIA's purpose and mission is to provide independent, objective assurance and consulting services designed to add value and improve Harris Health System's operations. This is done by bringing a systematic, disciplined approach to evaluate and improve effectiveness of governance, risk management, and control processes.

The Senior Information Systems Auditor will:

- Maintain and demonstrate knowledge of emerging trends in information technology (IT), information security (IS), and related auditing best practices.
- With minimal supervision, effectively execute audit procedures (planning, fieldwork, reporting) to accurately identify and evaluate IT and IS risks and controls.
- Use sound professional judgement, data analytics, critical thinking, initiative, follow-through, and attention to detail in the execution of audit procedures.
- Comply with the IIA's Standards for the Professional Practice of Internal Auditing, IS Audit and Assurances Standards, and other professional standards as applicable.
- Provide direction and guidance to other auditors as needed.

KEY JOB FUNCTIONS:

Executing Audits

- Identify appropriate client contacts during planning and fieldwork; schedule timely client meetings; prepare questions aligned with the meeting/audit objective; demonstrate effective listening skills to gather information; and document relevant, reliable information.
- Partner with the Harris County Auditor's Office data analytics team to identify opportunities to automate technology controls testing.
- Complete work paper documentation in the TeamMate audit management tool in a timely and proficient manner and in accordance with applicable standards.

- Through effective written communication, prepare clear, concise work papers that are fully supported and accurately convey overall conclusions, impactful issues, and viable recommendations.
- Verify conclusions and audit recommendations with HHSIA management and the client to ensure accuracy, reasonableness, and buy-in.
- Perform follow-up procedures to confirm implementation of management action plans.

Audit Reporting, Communication, and Client Relations

- Write findings and recommendations that are evidence-based, remediate the root cause, and add value.
- Assist with preparation of the final audit report.
- Confidently and effectively present information to the client in verbal presentations.
- Act as a trusted advisor by establishing and maintaining amicable working relationships with the client and audit team members, and keeping key individuals apprised of project status and audit issues throughout every engagement.

Time Management

- Successfully manage multiple priorities and complete assignments within time constraints and deadlines.
- Monitor time and meet agreed-upon project milestones.
- Keep HHSIA management and fellow team members apprised of project status.
- Identify and suggest new tools and techniques to help increase the HHSIA team's efficiency and effectiveness.

WHAT WE OFFER:

- Competitive salary
- Hybrid schedule with remote work
- Excellent benefits and wellness programs
- Zero-premium employee-only medical plan
- Outstanding retirement program
- Continuing professional education and professional organization memberships
- Collaborative work environment
- Subsidized transit/commute

WHAT WE ARE LOOKING FOR:

Qualified candidates must have a Bachelor's degree in management information systems, accounting information systems, computer science, accounting, or related subject from an accredited college or university. Must have professional certification (e.g., CISA, CIA, or CPA). ****CISA and CIA preferred****. Minimum of five years of Information Systems industry work experience are required. ****A minimum of three years' healthcare industry experience is a plus****.

Ideal candidate must possess:

- Strong analytical and critical thinking skills and ability to identify key technology and business processes and controls, document how they work, design tests to evaluate their adequacy, and summarize and report the results to management
- Knowledge of general healthcare operations and related audit risks

- Effective management and leadership skills; experience leading audit teams; and experience serving as a subject matter expert on audit and internal control issues
- Proficiency in audit report writing
- Strong oral and written communication skills
- Proficiency in the use of MS Office Suite or equivalent software.
- Ability to work in a fast-paced environment and consistently meet deadlines
- Well-developed interpersonal skills
- Ability to maintain a high degree of judgment, discretion, and confidentiality of sensitive information
- Ability to travel throughout Harris County as needed, with minimal overnight and out-of-county travel
- Ability to sit for extended periods of time, push/pull up to 50 lbs., and lift and carry up to 20 lbs.

Must be legally eligible to work in the United States. We do not provide visa sponsorship.

TO APPLY: Interested candidates should indicate the Title and Position # of the job in the subject line of the email. Submit your resume via email to: Apps.HCAO@aud.hctx.net.

HARRIS COUNTY HAS AN EMPLOYMENT-AT-WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY