



## CAREER OPPORTUNITY

# Internal Audit Manager

To Apply, Click:

<https://www.datacenterinc.com/team/careers/it-audit-manager>

Data Center, Inc. (DCI), a leading developer of bank data management software and related technologies used by community banks and credit unions nationwide, is experiencing company-wide growth. We are currently recruiting for an **Internal Audit Manager**.

### **JOB SUMMARY**

The Internal Audit Manager is responsible for the development, administration, and maintenance of an effective internal audit program resulting in the identification and consideration of risks and controls for DCI applications, systems software, functions, and all DCI departmental areas. This is a working manager position as the IT Audit Manager will also be responsible for conducting audits.

### **RESPONSIBILITIES**

- Develops, maintains and schedules an annual comprehensive, audit program that reviews and evaluates the risks and controls of DCI's departments, applications, systems' software, and data files.
- Determines areas of risk and appraises potential risk significance in relation to the operational factors of cost, scheduling, and quality.
- Evaluates the effectiveness of controls during the installation and/or development of new computer systems and data processing applications.
- Maintains effective working relationships with operating management.
- Performs and documents audits as defined in audit programs and report results to management and the Audit Committee of the Board of Directors.
- Manages Bank/customer confirmation and examination package requests.
- Manages 3rd party service providers, as directed by the Audit Committee in the completion of SSAE #16 reviews, penetration tests vulnerability assessments and social engineering tests.
- Serves as a liaison between management and regulatory bodies in the examination process.
- Assists external auditors as necessary in the completion of the annual financial audit.

- Performs general supervisory tasks such as completing performance evaluations, salary reviews, disciplinary procedures, etc.
- Provides training and development guidance to other department staff.
- Performs other related duties as assigned.
- Is a member of the Business Resiliency Management Committee. The Computer Emergency Response Team and the Emergency Management Team and, therefore, has responsibilities as outlined in our Disaster Recovery/Business Resiliency Plan.

#### **EDUCATION/EXPERIENCE REQUIREMENTS**

- Bachelor's degree in Business, MIS, Auditing or Accounting or equivalent experience
- At least five years of work experience in technology or bank examinations.
- At least three years in a management role.
- CIA or CISA certification is a plus.

#### **REQUIRED SKILLS**

- Understanding and knowledge of various banking applications and financial data processing.
- Understanding in reading various reports pulled from programming languages.
- Advanced knowledge and understanding in conducting audits.
- Advanced knowledge of computer use including accounting and financial management application packages, word processing, and spreadsheet applications.
- Proficiency in composing business letters, mailings, creating and maintaining spreadsheets. Excellent leadership skills and conduct of interpersonal relations.
- Effective planning, coordination, time management, and organization skills.
- Effective and appropriate verbal, face-to-face and written communication skills.
- Advanced PC operation skills, word-processing, and spreadsheet software proficiency, Microsoft Excel, Word, and Microsoft Office applications preferred.

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