FHLBBoston

Senior Information Systems Auditor - Boston

Position Summary:

The Senior Information Systems Auditor has the responsibility of supporting the Director of Internal Audit & the IS Audit Manager in examining, evaluating, and verifying operating systems, procedures, internal controls, and recorded data for the information technology and information security departments of the Bank. This role requires a breadth of knowledge regarding the IT/IS landscape versus a narrow focus. The Senior Information Systems Auditor should also determine that Bank employees are following laws and regulations including operating policies and procedures established by the Federal Housing Finance Agency (FHFA) and the Bank.

The Senior Information Systems Auditor should have the ability to participate in the audit planning and risk rating processes, prepare all audit workpaper sections, discuss audit findings with the auditee, and prepare draft audit reports.

The Senior Information Systems Auditor is responsible for the timely completion of information technology and information security audits in a manner that is consistent with the professional standards of conduct of the Institute of Internal Auditors and Information Systems Audit and Control Association (ISACA).

Application submissions will require a Cover Letter to be considered complete.

Specific Responsibilities:

- Adequately analyzing and documenting all information systems and related controls, and developing an appropriate audit program to test the controls identified.
- Preparing draft audit reports in good form, with recommendations, appraisals, or analyses that will assist the area manager with the proper discharge of his or her responsibilities.
- Evaluating the adequacy of the security and processing controls as they relate to each audit, and the effectiveness of general computer controls in effect in the IT environment.
- Monitoring the project status of new systems development, disaster recovery testing, and the Bank's business continuity plan, and other activities related to IT processing.
- Reviewing the reliability and integrity of the financial and operating information and the means used to identify, measure, classify, and report such information.
- Reviewing the means of safeguarding information assets and monitoring of ongoing performance metrics established by the IT and Security Departments.

- Appraising the economy and efficiency of how resources are employed.
- Reviewing operations and programs to determine if results are consistent with department goals and objectives.
- Preparing audit workpapers according to established department guidelines and industry standards.
- Providing assistance and guidance to the Bank's outside auditors to insure a timely and efficient completion of the audit.
- Providing assistance to the Director of Internal Audit and the IS Audit Manager on special projects and assignments.
- Presenting audit findings or other relevant information to Senior Management and/or the Audit Committee on the effectiveness and adequacy of risk management, governance, and internal control procedures.
- Developing and maintaining effective interpersonal relationships with Bank staff and management.
- Perform SOX-related testing.

Qualifications:

Education

- Bachelor's Degree in Accounting, Finance, IT, IS, or related field is required.
- Master's degree a plus.

Experience

- 3-5 years information systems/information security audit experience is required. Knowledge of auditing of the following areas is preferred:
    - COBIT control framework
    - risk identification, mitigation, and reporting
    - NIST information security standards

Knowledge/Skills

- CISA/CISSA designation or equivalent is required for this role. The successful candidate does not need to possess this certification upon selection.
- Strong knowledge of general computer controls and Sarbanes-Oxley related requirements.
- Previous audit or support responsibilities on TCP/IP networks.

- Working knowledge of LAN technology, including an understanding of system architecture and information technology infrastructure.
- Knowledge of project management and development techniques.
- Working knowledge of personal computers, including spreadsheet, word processing, and audit software applications.
- Strong organizational skills and the ability to work within a group.
- Ability to work with a minimum amount of supervision.
- Excellent written and oral communication skills.
- Must be self-motivated and possess excellent interpersonal skills.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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Applicants interested in being considered for this opportunity should visit our Careers page at www.fhlbboston.com to submit their cover letter and resume.