

TITLE: IT AUDIT ANALYST**CLASSIFICATION: APPLIED LEADERSHIP****MINISTRY: OFFICE OF THE AUDITOR GENERAL****DIVISION: IT AUDIT****SUPERVISOR TITLE: DIRECTOR, AUDIT PROGRAMS****SUPERVISOR POSITION #:****CONTEXT**

The Office of the Auditor General (the OAG or Office) serves the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the Office of the Auditor General are derived from the *Auditor General Act*.

The work of the Office of the Auditor General spans all government ministries, as well as Crown corporations and other agencies, including the other Officers of the Legislative Assembly. Reports resulting from assurance engagements are presented to the Legislative Assembly and are available for public scrutiny.

JOB OVERVIEW

To develop, document and execute computer assisted audit techniques (CAAT's) to extract and process data that will provide audit teams with reliable and timely data, analysis and reports to support audits.

ACCOUNTABILITIES

- Analyzes audit team requests and determines method(s) to extract and process data.
- Consults with auditors to determine the point of the data extract and the required content as well as the sampling methods, program calculations and report formats for CAAT output.
- Consults with clients to determine client business rules, databases, applications, and system designs.
- Anticipates and plans for impacts of client systems changes on data extraction.
- Designs and executes the extract of client data and documents all work performed.
- Maintains and enhances existing applications and designs, codes, documents and tests new mainframe programs and PC applications in order to produce reports and/or extract electronic data from client systems.
- Manages security, storage and backup of data and program audit trails.
- Develops proficiency with data visualization tools.
- Provides software training and support to audit teams.
- Promotes the use of analytics and incorporation of visualization in audits and, identifies areas that could benefit from data analysis.

This is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships. This position description was created/revised/finalized in October 2016.

Reviewed By	X	Date	Click here to enter a date.

Approved By	X	Date	Click here to enter a date.
	Carol Bellringer, Auditor General		

I have read this position description and understand the key responsibilities:

Agreed to By	X	Date	Click here to enter a date.
	[Name], incumbent		

JOB REQUIREMENTS

- Diploma in Computer Science, Computer Programming, or equivalent.
- Progressively more responsible experience in data analysis and programming.
- Experience using data dictionaries and entity relationships to perform analysis.
- Knowledge of the principles of database management.
- Ability to use audit related software (e.g., SQL, ACL, IDEA, and SMS).
- Ability to design, code, document and test programs. (test the applicant's ability)
- Ability to communicate effectively and confidently.
- Experience presenting formal and one-on-one training sessions.
- Basic knowledge of the theory and fundamentals of accounting.
- Understand how relational database concepts can be used in public sector accounting applications
- Successful completion of security screening requirements of the Office of the Auditor General including a criminal records check. **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

Preference may be given for:

- Ability to use ACL to perform data analysis.
- Experience working in the MVS environment for TSO, ISPF/PDF, IOF, JCL, SMS.
- Experience using Data Visualization tools such as QlikSense, Tableau etc.

COMPETENCIES

Foundation:

- **Personal Accountability** involves taking responsibility and accountability over own actions, interactions and relationships with others, and demonstrating a commitment to the delivery of results.
- **Business Acumen** involves applying an understanding of the Office and the Public Sector to guide effective decision-making, work prioritization and approach in alignment with business objectives.
- **Continuous Improvement** involves demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvement(s).

Technical:

- **Technical Expertise** involves building strong technical knowledge and skills to support internal client groups.
- **Service Focus** involves understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
- **Business Infrastructure** involves ensuring compliance with the Office's policies and procedures, and utilizing knowledge of processes, methodologies and tools to achieve business outcomes.
- **Conducting** involves applying analytical thinking, problem solving, professional judgment and innovation to support audit teams.
- **Reporting** involves documenting results and developing reports that contain well-supported conclusions, using appropriate language, succinct wording and a respectful tone, to satisfy reporting requirements.