

Title: Electronic Data Processing Auditor	Effective Date: May 20, 2011	Grade: XV	Job Category: Professional
Prior Title: Electronic Data Processing Auditor	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Chief Auditor, this position is accountable for the development and implementation of an overall audit plan for the review of the Department's data processing functions and providing technical expertise and assistance to other staff auditors in utilizing the computer capabilities during the course of their routine audits.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review and evaluate the internal controls for the Department's data processing operations.
- Design and implement an audit plan and program to test the controls and security over the data processing operations.
- Provide technical input, as needed, in the development of software systems within the Department.
- Provide technical assistance, as needed, to other staff auditors in the utilization of the Department's computer system in routine audits.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting with a minimum four years experience in audit or related field. Ability to interpret and apply Departmental organization and operations procedures. Working knowledge of Microsoft Word, Excel, and Access. Certification as a Public Accountant, Internal Auditor or Information Systems Auditor desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)