Job Description – Senior IT Compliance Analyst

Purpose

Senior IT Compliance Analyst works with the Internal Audit / Compliance team. This position interacts regularly with IT and finance leadership to perform the monitoring of the effectiveness of IT Controls within the company and for customers, including SOX Compliance (US). The position participates with scoping, development and implementation of global and regional IT Compliance processes, lead quarterly access reviews and develop and conduct compliance training.

Main Duties/Job chunks:

1. Participate in testing IT controls to support SOX and other compliance efforts
2. Review of IT policies and perform a gap analysis, create and monitor remediation plans
3. Participate in the design of compliance programs as well as awareness programs
4. Directly interact with external auditors as part of quarterly and yearly audit cycles

Responsibilities and Duties

1. Participate in testing IT controls to support SOX and other compliance efforts
   - Will work with IT process owners to perform walkthroughs of IT control documentation to ensure completeness, properly supported, controls are performed as documented, and verify that the controls address the relevant IT SOX risks
   - Will work with Internal Control / Internal Audit to develop and maintain various internal and external audit and compliance schedules for Information Technology (IT)

2. Review of IT policies and perform a gap analysis and monitoring of control effectiveness
   - Review of IT policies vs. processes, and procedures developed by IT Teams
   - Identify process inefficiencies and make recommendations for improvement.
   - Monitor remediation plans and assist IT process owners to ensure said plans are on track for completion enterprise-wide
   - Applies COBIT5, COSO, ITILv3, Agile frameworks to remediation efforts; provides guidance to IT Compliance Director and Regional Managers in reengineering of processes and procedures in need of remediation

3. Participate in the design of compliance programs as well as awareness programs
   - Reviews existing IT compliance controls for regulatory updates and creates communication learning program for the IT Teams as necessary to incorporate new requirements
   - Participates in the design of compliance programs to ensure ongoing evaluation and validation of IT control effectiveness; perform other duties as assigned.

4. Directly interact with external auditors as part of quarterly and yearly audit cycles
   - Will develop a compliance and gap analysis process for new IT organizations to help them comply with audit requirements

   - Will serve as liaison with Internal Audit as well as with external auditors to facilitate the auditing process.