

## Finance Job Function

### IS Audit Mgt VI

Grade: 60

Job Code: F0460M

Job Family: Audit

Job Family Matrix: [Audit \(Finance\) Matrix](#)

#### Summary

Responsible for the development and implementation of the enterprise wide risk management program for information systems throughout the University. Lead, train, and mentor a department of professional information systems auditors and provides senior level guidance on risk assessment.

#### Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Create, develop, and implement Harvard's Risk Management Program for University wide information systems
- Direct the development and implementation of policies, procedures and training programs designed to ensure that the institution's systems comply with all laws, regulations and government contract/grant requirements
- Present to University-wide leadership audit results and recommendations for establishing key security and internal control points for university wide systems
- Establish and execute risk-based audit and compliance business plans to assess the adequacy and safeguarding of internal data and administrative control systems
- Support strategic planning discussions and manages change initiatives in the Risk Management and Audit Services department
- Manage quality assurance program in compliance with the rules established by the Institute of Internal auditors
- Collaborate with University-wide leadership to develop processes, policies and procedures
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

#### Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' experience in information systems or information systems audit role
- Supervisory experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Expert knowledge of centralized and distributed systems, network protocols, project and systems management methodologies, and security controls
- Expert knowledge of major types of IS Audits including application reviews and technical audits

#### Certificates and Licenses

- Certified Information Systems Auditor preferred

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting
- Frequent travel to other sites across the University is required