

UW HEALTH JOB DESCRIPTION

IS Auditor - Senior

Job Code: 310036	FLSA Status: Exempt	Mgt. Approval: S. Houtakker	Date: June 2022
Department: Business Integrity - Internal Audit		HR Approval: S. Whitlock	Date: June 2022

JOB SUMMARY

Under the general supervision of the Director, Internal Audit, the Senior IS Auditor is responsible for reviewing and evaluating information technology tools, systems and/or processes that may reside in any operating area of UW Health. This position contributes to UW Health overall operating efficiency, ensuring adherence to effective and efficient operating procedures, and evaluating systems of internal control. The incumbent assists in assessing the risk of loss or impairment of system assets and recommends internal controls and procedures to the director.

The Senior IS Auditor is expected to have considerable expertise in auditing for program results, operational efficiency, understanding of IS systems, and security of data processing systems. The expectation is that the Senior IS Auditor would have expertise in both information systems as well as audit standards and processes. The Senior IS Auditor is distinguished from the Internal Auditor class by performing audits of greater complexity and scope to include but not limited to firewalls, networks, data loss prevention, cybersecurity trends and hacking techniques, etc., and by the considerable latitude exercised and minimal supervision required. They will be responsible for overseeing the audit including a Staff Auditor if needed.

It is the expectation that the Senior IS Auditor will assist the Director with establishing the Annual IS Audit Work Plan. The incumbent is responsible for designing and implementing audit programs and communicates audit findings and recommendations to the Director. The position obtains statistics and the information necessary to maintain an audit risk assessment system for all auditable areas. The Senior IS Auditor will be a main liaison with the IS Security Department coordination of audits.

This incumbent must conduct audit work in compliance with the standards for the professional practice of internal auditing as identified by the Institute of Internal Auditors.

MAJOR RESPONSIBILITIES

Review and Evaluate Operating Areas of UW Health, and related enterprise partners

- Perform IS operational and hardware/software audit assignments and other audit services identified by the Director of Internal Audit. Systems included as part of this work may be on-premise or vendor hosted, may also be managed outside of the IS Departmental structure.
- Performing and leading IS audits which include reviews of compliance with governmental and regulatory agencies.
- Exercise initiative and independent judgment to make decisions and recommendations based on facts and information available.
- Ability to conduct special investigations and audits as required.
- Identify areas/activities requiring audit review through observations made during the course of audit assignments.
- Oversee and lead other staff members in completing audits or special projects.
- Obtain an understanding of the systems of control for each auditable area by reviewing policies and procedures, communicating with staff, and observing processes.
- Development of a risk analyses for individual audits.
- Perform reviews in a thorough manner in order to propose meaningful recommendations.
- Complete assignments in an efficient manner and with minimal interference of business or IS operations.
- Utilize resources productively when completing audit assignments.
- Contributes to the institution knowledge of the latest trends, practices, and state-of-the-art technology as applicable to different departments.
- Review each system annually and revise documentation for any significant changes.
- Timely scheduling and completion of all audits assigned within the established audit plan.

Design and Implement Audit Programs, as assigned

- Prepare audit programs that adequately test compliance to established policies and procedures using standard auditing techniques.
- Perform audit programs to include detailed and referenced work papers.

UW HEALTH JOB DESCRIPTION

- Conduct audits in accordance with established schedule and procedure.
- Assist in review of policies and procedures of the area.

Communicate Audit Findings and Recommendations

- Describe each system examined to adequately identify controls, using acceptable documentation methods.
- Report all significant audit findings to the Director of Internal Audit.
- Prepare concise and comprehensive written reports for each audit conducted.
- Meets individually with all levels of management including Senior Management to discuss audit issues.
- Evaluate existing systems and procedures to make recommendations to strengthen control.
- Prepare and maintain completed audit work papers, documenting the basis for the recommendations made relative to the audit assignments.
- Make timely evaluations of current audit procedures and goals and propose changes in them as situations warrant.

Obtain Statistics and Information Necessary to Accurately Maintain an Audit Risk System.

- Collect accurate and consistent information needed to maintain a risk assessment system for all auditable areas, as established.
- Demonstrate knowledge of the risk assessment system by identifying valid information and significant changes.

Maintain Knowledge of Professional Auditing Standards

- Maintain awareness of changes in auditing principles and practices and related areas in order to maintain professional competence.
- Comply with the standards of professional practices of accounting as established by the Institute of Internal Auditors.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Accounting, Finance, Business, or Information Technology.
	Preferred	
Work Experience	Minimum	Three (3) years of experience in IT audit (internal audit or public accounting) or five (5) years of experience in a related field, such as Information Technology, IT Risk Management, or IT Security.
	Preferred	Health care experience.
Licenses & Certifications	Minimum	CISA (Certified Information System Auditor) or other IT audit-related certification within two years.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Experience with Microsoft Office products. • Experience with some or all of the following applications is preferred: Epic, Oracle, ACL, and IDEA. • Experience working with some or all of the following is preferred: Windows server environments, Oracle/Unix operating systems, Oracle/SQL databases, and Active Directory. • Strong knowledge in generally accepted IT practices and control frameworks (HIPAA, NIST, PCI) are preferred.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

UW HEALTH JOB DESCRIPTION

JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.