

# Data Analytics Auditor (posted as Staff Auditor II)

## Purpose

Conducts an intermediate level of corporate audit services activities.

## Scope of Duties and Responsibilities

- Executes fieldwork steps, including intermediate level tasks, on assigned internal audits, Sarbanes-Oxley Section 404 compliance testing, and special projects, designed to evaluate whether key risks are adequately controlled as defined by the Committee of Sponsoring Organizations (COSO).
- Propose recommendations to resolve identified internal control deficiencies.
- Interviews employees throughout the Company to identify and document risks and related controls.
- Interact with Audit Services and other business segments to evaluate processes, identify relevant data, and design and implement solutions using audit analytic and visualization software tools.
- Provide both advisory and execution support in audits by identifying, developing, documenting, or executing audit analytics during relevant stages of audit.
- Effectively and efficiently gather, analyze and correlate data from varying sources draw conclusions from the data to meet audit objectives.
- Provides guidance to lower level audit personnel.
- Participates in monthly departmental meetings.
- Regular and reliable attendance is required in performance of job.
- Employee may be required to perform additional duties as requested.

## Experience

Bachelor's degree in accounting, business administration, computer science, management information systems, information assurance or other related field PLUS the following job-related experience:

- Demonstrated ability with internal auditing processes, generally accepted accounting principles, and audit standards as promulgated by The Institute of Internal Auditors.
- Demonstrated ability in executing Sarbanes-Oxley Section 404 compliance testing requirements and knowledge of COSO.
- Application of algebra and statistical methods.
- Advanced knowledge of Excel, ACL or Arbutus, ORACLE, SQL, VBA, PowerShell or VB Scripting, Spotfire, Tableau or similar data visualization tools.
- Experience in use and function of office equipment such as personal computers and related software.
- Experience and/or training related to:

- Internal controls and internal audit techniques
- Report writing
- Energy industry
- Data Analytics
- Demonstrated ability to execute audit programs, and research, analyze and prepare audit documentation.
- Ability to proactively expand knowledge and understanding of technical environments through self-directed research, on-the-job experience, and professional networking.
- Ability to interpret, visualize and communicate analytic results.
- Working knowledge of Enterprise Risk Management principles
- Working knowledge of fraud risks and assessment.
- Demonstrated ability in reading and interpreting audit results, financial information and reports, governmental regulations, policies and procedures, publications, manuals, audit standards, benefit plan documents, contracts, and correspondence.
- Demonstrated ability conducting audit interviews, and interacting, advising, negotiating, and communicating effectively with business experts.
- Demonstrated ability to read and write fluently in English.

#### **Certification/Licensing**

- Preferred, but not required, certifications include Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), and Certified Fraud Examiner (CFE).
- Applicable driver's license for travel to various locations throughout state to conduct or attend meetings.

#### **Physical Requirements**

- Ability to travel and operate in and around office and processing facilities.

#### **Communication Requirements**

- Ability to clearly and professionally communicate in writing and verbally, as well as conduct presentations.

#### **Visual Requirements**

- Sufficient to perform job duties.

#### **Additional Information**

- Hiring Manager: Michelle D Studie
- Maximum Salary : US Dollar (USD) 82,000
- Minimum Salary: US Dollar (USD) 54,000

<http://oneok.referrals.selectminds.com/via/MichelleS-1894Y/jobs/staff-auditor-ii-642>