

## Stinnett & Associates Overview

Stinnett & Associates helps companies manage risk and improve performance to operate better, smarter, faster.

We are a professional advisory firm that strives to maximize value for public and private organizations. We partner with clients and regard ourselves as an extension of their business operations, rather than outside consultants. Our services are designed to be integrated with a company's key business activities to help streamline processes, reduce costs, and enhance controls.

Founded in 2001, Stinnett & Associates is a certified Women's Business Enterprise with offices in Dallas, Houston, Oklahoma City, San Antonio, and Tulsa. We currently serve a broad cross-section of clients, including Fortune 500 and Fortune 1000 companies with global operations. We are passionate about client service and have strong retention rates for both clients and team members. Our steady growth is largely due to satisfied client referrals and project expansion for existing clients. Working toward efficient solutions, we have a reputation for "doing the right thing."

Examples of our specialties include: Outsource and Co-source Internal Audit, Information Technology, Business Process Improvement, Fraud and Forensics, Sarbanes-Oxley, Governance Risk and Compliance, Risk Consulting, Business Continuity Planning, and Cost Recovery.

## Position

As Stinnett & Associates continues to grow, we seek professionals with strong backgrounds, excellent communication skills, and a willingness to help our clients and team members succeed.

The IT Associate will work closely with project managers and team members to provide professional services to the firm's clients. This individual will perform assessments of IT technical and general controls around the Information Technology infrastructure, databases, and applications. He or she will conduct client interviews, document processes, execute audit test plans, and document test results.

Duties will include participating in a variety of Information Technology-oriented projects and internal audits such as Sarbanes-Oxley (SOX), Business Continuity Planning (BCP), Disaster Recovery (DR), Logical Security Access, Policies and Procedures, Change Management, System Implementation Reviews, Software Licensing, Asset Management, Network and Application Security, and Data Privacy.

## Job Responsibilities

- Conduct client interviews and process walkthroughs, draft process narratives, and perform testing procedures in accordance with the firm's standards and procedures.
- Work with sense of urgency and the ability to shift focus as needed throughout the day.
- Complete audit work papers as directed, clear comments in a timely manner, vet findings and observations with appropriate client contacts, and clearly articulate findings and observations to teammates and Stinnett management.

- Maintain regular, timely communication with Stinnett management and teammates regarding project status, project issues, and resource availability.
- Remain cognizant of time budgets and promptly communicate overages or project delays to Stinnett management.
- Interact with clients in a professional, confident manner, including actively participating in client meetings.
- Demonstrate problem-solving and critical thinking skills, knowing when to ask for help.
- Position is based in Tulsa, Houston, or San Antonio. Travel is estimated at 25-35%.

## Qualifications

- Minimum of 1-2 years of experience in audit, IT technology, or business analysis.
- A Bachelor's degree in a technology or business field is required.
- Knowledge of Microsoft Windows and UNIX operating systems and Oracle and MS SQL databases is preferred.
- Ability to work in teams and independently, occasionally with minimal supervision.
- Possess integrity, principles, and work ethic.
- Strong analytical, interpersonal, and verbal/written communication skills.
- Ability to read, write, and speak fluent English.
- Proven skills in Microsoft Excel, Word, and Outlook.
- ACL and Monarch skills are a plus.

Stinnett & Associates offers an excellent compensation packages including salary commensurate with experience, an employee incentive bonus program, and comprehensive benefits to support a positive work life balance. This includes four weeks of personal time off (PTO).

Qualified applicants may apply in confidence online at [www.stinnett-associates.com](http://www.stinnett-associates.com). Questions, please contact Andrea Harman at [andrea@stinnett-associates.com](mailto:andrea@stinnett-associates.com).