



IT SOX Compliance Overview:

This position oversees the ongoing IT SOX compliance execution, including continuous improvement of the processes, and procedures to ensure ongoing compliance; executing SOX strategy decisions, scoping and planning. As the principal IT contact in managing and supporting the IT internal control environment, you will lead other compliance and corporate governance related initiatives and projects. Familiarity with COSO standards and usage of flow-charting software.

Responsibilities:

Compliance Program Leadership –

- ◆ Responsible for leading the SOX Compliance Program in the execution, monitoring and evaluation of program activities.
- ◆ implementing the evolution of SOX from a project to an ongoing program.
- ◆ Providing strong central oversight to guarantee consistency and quality in compliance work across the organization—all functions and geographies.
- ◆ Establishing and communicating standardized practices
- ◆ Responsible for program communication with process owners

SOX Compliance Audits –

- ◆ Supporting and assisting in the coordination of the documentation of new processes and systems and the related revisions to existing processes and documentation.
- ◆ Developing testing strategy and processes and coordinating testing internally, including peer to peer testing, testing by internal audit and promotion and sharing of best “control” practices.
- ◆ Analyzing self-assessment results for process improvement opportunities, and/or deficiency remediation and regularly reports such efforts.
- ◆ Leading interactions with internal and external auditors.
- ◆ Liaise with external auditor for an optimal SOX 404 attestation process.
- ◆ Communicating status to corporate leadership

Corporate Compliance Support -

- ◆ Develop, implement and promote the program design, improvement and deficiency remediation for the company and business units.
- ◆ Participating in other company compliance and corporate governance initiatives

- ◆ Supporting the evaluation of program resources and assists in the procurement of tools, internal resources and/or external resources, as applicable, to ensure proper execution of the compliance program.
- ◆ Evaluating general and specific training needs and performs such to support the control environment

Qualifications:

- ◆ 4 to 7 plus years of experience IT Information Security and audit function, demonstrated IT SOX compliance expertise with at least 2 years hands on experience in leading the IT SOX compliance environment
- ◆ Familiar with a variety of IT Information Security concepts, practices, and procedures; must rely on experience and judgment to plan and accomplish goals
- ◆ Proven ability to interpret regulations and laws and communicate effectively to all levels of the organization.
- ◆ Outstanding initiative, communication, attention to detail and organizational skills
- ◆ Work collaboratively across business units.
- ◆ Highly developed interpersonal style with emphasis on influencing and building strong longer-term relationships particularly across various geographies and cross-functionally.
- ◆ Resourceful, action and results orientated with the ability to get things done and overcome obstacles.
- ◆ Work independently, good detail orientation and strong organizational skills.
- ◆ Must interface effectively with other departments and the audit teams
- ◆ Ability to handle a fast paced environment with minimum supervision and successfully meet established project deadline requirements.
- ◆ Must possess excellent project management skills
- ◆ Must have strong PC experience with Word, Excel, and PowerPoint
- ◆ Knowledge of overall IT business strategies and technologies strongly preferred.
- ◆ Compliance professional certification is a plus
- ◆ Degreed and/or Advanced degree