NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : DATA PROCESSING AUDITOR
Code: 030135 BQP
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Competitive

GENERAL STATEMENT OF DUTIES
Performs staff work in developing, establishing, coordinating, and maintaining audit procedures for all computer application systems and computer operations; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the duties require the use of independent judgment in developing, planning, and organizing the investigation and evaluation of BOCES-developed and vendor-supplied software, hardware, and application systems.

TYPICAL DUTIES
1. Develops the annual Electronic Data Processing Audit Program and coordinates the audit with the financial auditors.
2. Determines economy, effectiveness, and efficiency of computerized applications by reviewing system documentation, analyzing production runs, talking with users, and using hardware and software monitors.
3. Analyzes both BOCES-developed and vendor-supplied software packages to determine whether there are sufficient control features.
4. Prepares complete, detailed audit reports and recommends corrective action for variations, inconsistencies, and inaccurate methods and procedures.
5. Conducts on-site review of the installation's physical security, including computer room access, disaster recovery procedures, and control over negotiable documents.
6. Reviews data library control procedures emphasizing the control and retention of data media.
7. Assists the development team at various points throughout the systems development cycle to insure that controls are adequate.
8. Discusses department audit recommendation and report with the appropriate manager.
9. Assists in long-range electronic data processing development projects by participating in the planning activities for systems within assigned areas.
10. Audits complex installations as needed and performs special investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Considerable knowledge of computer systems, analysis, design, and programming languages.
2. Considerable knowledge of computer logic, data, security, and operations.
3. Knowledge of application planning, design, review, and implementation.
4. Knowledge of accounting and control procedures and methods.
5. Knowledge of audit concepts.

6. Ability to establish and maintain effective working relationships with associates.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to plan, direct, schedule, and supervise specific audit functions.

MINIMUM QUALIFICATIONS
Training and Experience
Bachelor's degree from a regionally accredited or New York State registered college or university with major coursework in Accounting, Auditing, Management Information Systems, or Computer Sciences, including or supplemented by 18 credits in Electronic Data Processing
and
Two years of satisfactory electronic data processing audit experience.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be substituted for the Electronic Data Processing courses on a basis of one year equalling 9 credits.

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