INFORMATION SECURITY ASSESSOR / POLICY

JOB SUMMARY:

Responsible for executing high quality assessments for client IT infrastructure, applications, and processes. Works under the direction of the Director of Governance, Risk and Compliance. Consults with clients in establishing & maintaining compliant environments. Assists clients in policy modification to meet the unique needs of their business. Must be comfortable interacting with front line staff as well as C-Suite executives. Generates and presents client findings reports.

CORE DUTIES / RESPONSIBILITIES:

- Assist with planning / scope validation / execution for PCI-related controls assessments.

- Ensure execution of controls assessments are aligned with audit standards, guidelines, and best practices. Identify areas of non-compliance and risks that impact cardholder data environment and organization.

- Evaluate documentation and conclude on effectiveness of remediation actions performed by technology and business process owners.

- Prepare audit observations and review results with technology and business process owners, to include C-Suite.

- Communicate observations and conclusions, as well as control gaps and risks. Assist with the PCI Report on Compliance and other related reporting requirements, as needed. Keep abreast of relevant business developments and evolving IT risk areas.

- Contribute ideas and opinions to the Internal Audit Team by identifying changes within the environment that could impact the PCI assessment, designing audit programs/ procedures to assess internal controls, and communicating results.

- Effectively communicate in writing, verbally and during presentations/webinars with key stakeholders.

REQUREMENTS:

- Must understand PCI compliance, NIST, GLBA, HIPAA, and other IT Security controls.

- Must have CISA certification (Other audit certs may be acceptable and/or the ability to achieve certification within 90 days) (Ultimately the candidate will need to achive a QSA certification after achieving both certifications)

- Must have CISSP or CISM certification (or able to achieve certification within 90 days)

- Willingness & ability to efficiently travel to client locations, as needed.

- Excellent written & verbal communication

- Strong presentation & client-facing skills

NICE TO HAVE:

- Experience writing / modifying policy for clients as needed.

- Experience assisting clients in the setup of security programs specific to their organization's unique needs.