

## Stinnett & Associates Overview

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

We are a professional advisory firm that strives to maximize value for both 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.

Our Firm was founded in 2001 and is a certified Women's Business with offices in Dallas, Houston, Oklahoma City, San Antonio, and Tulsa. We currently serve a broad cross-section of clients, including Fortune 500, Fortune 1000 and 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, LLC continues to grow, we continue to seek professionals with strong backgrounds, excellent communication skills, and a willingness to help our clients and team members succeed.

The IT Manager will manage client projects and project teams to provide professional services to the firm's clients. Duties will include leading 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.

The IT Manager will manage IT audit projects, including planning project scope and approach, directing and supervising project team members, reviewing work papers and audit findings, and communicating audit recommendations to clients. This individual will demonstrate technical and professional knowledge of Information Technology practices and controls. He or she will play an active role in developing and coaching less experienced team members, providing guidance and timely feedback. In addition, this individual may also assist the firm through participating in recruitment, training, company-wide projects, practice development, and human resource initiatives.

## Job Responsibilities

- Manage client projects for a variety of clients and industries, consistently delivering quality client services within expected timeframes and on budget.
- Work with sense of urgency and the ability to shift focus as needed throughout the day.
- Identify, evaluate, and effectively communicate significant exposures to IT risks, breakdowns in controls, and other related concerns.
- Successfully manage multiple projects at once, regularly communicating status and issues to Stinnett management and Principals.
- Work with clients and Stinnett management to plan and communicate the scope and approach of internal audits and projects.
- Conduct client interviews and process walkthroughs, document process narratives and risk control matrices, create and execute testing procedures, document test results, and draft audit reports in accordance with the firm's standards and procedures.
- Consult with clients on effective processes, including best practices and internal control approaches.
- Interact with and effectively communicate with clients and external auditors (or other third parties as necessary) at a management level.
- Perform primary or secondary detail-level reviews of work performed by the team and verify identified observations are complete, accurate, and properly documented.
- Manage conflict with clients and/or team members in a professional, confident matter.
- Develop and provide guidance to team members through training, timely feedback, and review of audit work papers and reports.
- Coach and mentor team members on job-level skills and professional growth opportunities within the firm.
- Understand firm-level resource needs and help plan and manage resource schedules.
- Develop relationships with team members across the firm to better serve client needs.
- Assist the firm through participating in recruitment, training, company-wide projects, practice development, and human resource initiatives.
- Support the firm's back office function, including overseeing & validating project time and expense reports and preparing client invoices.
- Position will be based in Tulsa, Houston, or Oklahoma City. Travel is estimated at 25-35%.

## Qualifications

- Minimum of 6 years of experience in IT audit, IT management, or internal auditing.
- Minimum of 1-2 years of experience in client management and/or project management.
- A Bachelor's degree in a technology or business field is required.
- A relevant professional certification such as CIA, CISA, CISSP, CISM, or CRISC is preferred.
- Strong knowledge of and experience in assessing IT internal controls, risks, and processes and developing audit programs to address assessments made.
- Knowledge of the COBIT and COSO internal control frameworks.
- Strong knowledge of technical architecture and a comprehensive understanding of technology tools and components (e.g., operating system, database, application, middleware, reporting tools).

- Experience with auditing or administering Microsoft Windows and UNIX operating systems, Oracle and MS SQL databases, and ERP applications such as SAP, Oracle, or JD Edwards is preferred.
- Possess integrity, principles, and work ethic.
- Strong analytical, interpersonal, and verbal/written communication skills.
- Ability to read, write, and speak fluent English.
- Expert skills in Microsoft Word, Excel, and Outlook and strong skills in PowerPoint.
- 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.

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).