



IT Audit / Configuration Specialist Position Description

ArcSource Group, Inc. provides full lifecycle training services, business operations, program management support, and technology-related services. Since 2008, ArcSource has served Federal civilian and defense customers by combining agile project management expertise and technical skills with innovative, effective solutions. ArcSource is a woman-owned small business and is CMMI Level 3-DEV appraised and holds several ISO quality and IT management registrations.

We are seeking an **IT Configuration Management Audit Specialist** to provide support a DoD organization. This position will support and assist the Program Management Office (PMO) with sustaining and responding to the Program's overall audit readiness requirements, which include participating in scheduled audits, recommending actions to correct deficiencies identified, monitoring the progress of corrective actions, managing Provided by Clients (PBCs), and providing support for improving and/or sustaining compliance.

The position is Fully Remote/Telework Environment.

Candidate MUST have:

- 2 to 4+ years of related experience - i.e., Statement on Standards for Attestation Engagements (SSAE)
- 2-5+ years of experience in Information Technology environments supporting DoD customers

Key Responsibilities/Requirements:

- Strong understanding of organizational operations and support of risk and controls functions.
- Demonstrates thorough knowledge of Federal accounting, IT, and/or reporting standards and continuously develops technical knowledge.
- Supports internal and external technology audits.
- Understands Control Assessment processes, SOC-1, Audit Management, and standards/tools/processes/controls.
- Leads or assists with discussions with personnel conducting operations and determines the impact on audit readiness.
- Leads or assists with audit readiness activities, provides guidance, and reviews audit readiness documentation.
- Coordinates walkthroughs, status and other meetings with various teams.
- Maintains SOC1 report version control.
- Documents audit activities in accordance with professional standards and Identifies and shares best practices and lessons learned.
- Understands procedures, results, and business impacts; and documents and expresses such understanding in both written and verbal communication.
- Excellent people, time and project management skills, and analytical skills.
- Self-starter able to work in a dynamic and fast-paced environment where meeting time-sensitive deadlines are essential.
- Excellent collaboration, influencing, and negotiation skills.



Preferred Skills and Experience: (At least one certification is required)

- Certified Information Systems Auditor (CISA)
- Certified Internal Auditor (CIA)
- Certified Information Systems Manager (CISM)
- Certified Public Accountant (CPA)
- Certified In Risk and Information Systems Control (CRISC)

Education and/or Experience:

- Bachelor's degree. Focus on Accounting, Management Information Systems, or similar major preferred

Employee Benefits:

- 401k Retirement Plan
- Medical, Dental, & Vision Benefits
- Long-Term & Short-Term Disability and Life Insurance – Employer Paid
- Fifteen days PTO annualized and Federal Holidays
- Salary dependent on skills and experience

Working Conditions/Physical Demands:

- Work is performed in a Fully Remote/Telework Environment.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



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- **Planning/Organizing** - Prioritize and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, proposals, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills** - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability** - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to question activities and issues in all functional areas and make sound business decisions based on that data.
- **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, talk, type or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms.

Please contact: careers@arcsourcegroup.com

ArcSource Group Website: www.arcsourcegroup.com

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.

ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, gender identity, or genetic information.

ArcSource Group participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.