



**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 to the Defense Logistics Agency (DLA) Procurement Integrated Enterprise Environment (PIEE) Program Management Office (PMO). This position will support and assist the PMO with sustaining and responding to the Program's overall audit readiness requirements, which includes participating in scheduled audits, recommending actions to correct deficiencies identified, monitoring progress of corrective actions, 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 in Accounting, Management Information Systems, or similar major

**Employee Benefits:**

- 401k
- Medical, Dental, & Vision Benefits
- Long-Term & Short-Term Disability
- Life Insurance
- 3 weeks PTO + Holidays
- Training as required by customer
- Salary dependent on skills and experience

**Working Conditions/Physical Demands:**

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

Please contact: [careers@arcsourcegroup.com](mailto:careers@arcsourcegroup.com)

Website: [www.arcsourcegroup.com](http://www.arcsourcegroup.com)

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*The specific statements shown in each section of this position 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 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, or genetic information.*



**IT CM Audit Specialist**  
Job Description