CLASSIFICATION DESCRIPTION

THE XXXXX UNIVERSITY

BASIC FUNCTION AND RESPONSIBILITY

To define and maintain security policies and procedures for the financial systems and applications which include the general ledger, budget, accounts payable/receivable, purchasing, inventory, fixed assets, grants management, and project management also develops and reviews a security strategy which defines functional access and ensures the adequate separation of duties, and which identifies logistical system functions for developing security models.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops and reviews a security strategy which defines user access to system functions defined by the financial applications. and which ensures adequate separation of incompatible functions.
2. Defines logical functional and organizational security models.
3. Identifies and documents logical system functions based on jobs, roles and responsibilities for development of a logical and organizational security models.
4. Develops all project deliverables associated with system and application security.
5. Evaluates and documents incompatible functions and potential internal control weaknesses.
6. Develops a comprehensive security policy that addresses automatic log-outs for idle sessions, frequency of password changes, recovery procedures and related activities.
7. Evaluates and determines alternative security strategies and risk assessments (e.g. single sign-on).
8. Administers and maintains system and application security requests.
9. Conducts periodic reviews to ensure that all access authorizations are current and that all users have received up-to-date systems training.

RELATED DUTIES

1. Participates on committees in order to provide and receive feedback on issues that may impact the project.
2. Enhances professional knowledge and skills by attending seminars/workshops and reviewing published literature.
3. Performs other work-related duties as requested.

SUPERVISION RECEIVED

General supervision is received from the Project Director, Oracle Financial Applications, as necessary.

SUPERVISION EXERCISED

None

ENTRY-LEVEL QUALIFICATIONS

A Bachelor’s Degree in Business Administration or Information Systems (or a closely related field), or an equivalent combination of education, training and experience is necessary.
A minimum of 5 years of professional defining, developing and implementing security/control policies and procedures for financial systems is necessary.
A knowledge of Oracle systems is desirable.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.