

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for an **Audit Liaison Support** person to support our Navy Enterprise Business Solutions program office Audit Team. The Audit Liaison support person will assist the PMW 220 Audit Liaison Lead to develop and execute processes to respond to and track financial audit PBCs, track NFR remediations/mitigations, assist in the deployment of Corrective Action Plans (CAPs) test cases for NFRs and POA&Ms, participate in audit related meetings and discussions, assist in the development and tracking of POA&Ms, and provide general audit liaison support as required by the Audit Liaison Lead and Audit readiness Manager.

Duty Location:

Washington, D.C.

**Minimal travel may be required.*

Qualifications and Education Requirements:

- BA/BS Degree from and accredited university, preferably in Finance, Accounting or Business Administration
- 5-7+ years Business Process/Systems Audit experience
- Certified Information Systems Auditor (CISA) preferred
- Must have strong Microsoft Office suite skills, especially Power Point, Word, Excel
- Knowledge of FISCAM, RMF, OMB Cir. A-123, FIMFIA, as well as other cybersecurity and audit related criteria.
- Must be capable of performing effectively individually and as part of a team and have a good attitude.
- Capable of effective written and verbal communication.
- Must be able perform duties on-site at the Washington Navy Yard.
- The ideal candidate will have knowledge of SharePoint administration, workflow development and use.

Preferred Skills:

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- Experience in performing duties related to the day-to-day audit liaison activities.
- Have developed an understanding of correctly functioning general and BPAC controls.
- Will have evaluated/audited controls at the TOD and TOE levels to ensure that they are operating as designed.
- Experience assisting in the planning and execution of activities required to sustain FISCAM control compliance over time.
- Knowledge of information systems to include networks, platforms and applications.
- Helpful to have knowledge and experience gained from working in a SAP based application environment.
- Helpful to have knowledge of systems operations within a virtual or cloud environment
- Exemplary customer/client management skills and techniques

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz

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