



## **Information Assurance (IA) Staff**

### **JOB DESCRIPTION**

Cotton & Company is seeking self-motivated Information Assurance Staff to join its dynamic IA team. Under the supervision of a senior, manager or partner, the successful individual will serve as a project team member and perform detailed work of an IA related audit, security review or consulting engagement for/with government agencies and its contractors.

### **RESPONSIBILITIES**

- Obtain, analyze and evaluate data from the client to perform tests to substantiate transactions, records and reports.
- Assist in preparing interview write-ups and memos, and in planning work on assigned segments of the engagement.
- Report audit findings and make recommendations for the correction of unsatisfactory conditions to seniors, managers and/or partners.
- Report task progress and statuses to senior, manager or partner.
- Prepare documentation to support work performed, to include work papers and summarized data reports.

### **JOB REQUIREMENTS**

- Bachelor's Degree from an accredited college/university in Information Systems, Accounting Information Systems, Decision Support Systems, Business Information Technology, or Information Security Assurance.
- Demonstrated proficiency in MS Office, specifically Excel, Access and Word.
- Ability to work effectively with a team and independently.
- Ability to travel up to 25% annually.
- Ability to obtain a U.S. federal security clearance (U.S. Citizenship is required)

At Cotton, we believe that work should offer intellectual challenge, be fun, and allow for a healthy work/life balance. Our competitive compensation and benefits feature incentives that work, including professional certification, tuition reimbursement, and an individualized mentorship program.

You'll find that we're small enough to notice the performance of our employees and large enough to reward it. If you share our outlook and philosophies, we invite you to inquire about joining our team.

To apply contact Scott Pittman, CIR at [spittman@cottoncpa.com](mailto:spittman@cottoncpa.com).

**Cotton & Company is an Equal Opportunity Employer**  
(Minorities/Females/Protected Veterans/Disability)