



Systems Specialist

The Systems Specialist is responsible for maintaining IT general controls within the Talos Energy SOX control environment, specifically with respect to managed changes and managed access processes primarily for Bolo, OGSYS and ProCount. Managed access processes include managing and communicating accounting role access and user rights, as well as mitigating segregation of duties issues. Managed change processes include ensuring changes to the application programs and other relevant IT environment components are appropriate and function as intended. Secondary responsibilities include assisting with other IT or non-processing accounting needs as commensurate with capabilities.

DUTIES & RESPONSIBILITIES:

This position will report to the head of IT and is responsible for the following:

- Manage compliance with IT general controls, including retaining appropriate documentation and approvals for managed change and managed access processes
- Develop and maintain accounting application roles and permissions
- Provide help desk support for operations/production systems, including administration, queries and reporting writing
- Manage IT related projects (e.g. system integration/implementation) and communication to related stakeholders for project and application needs
- Oversee change request process
- Work with process owners to ensure policies and procedures are compliant with regulations
- Develop and conduct compliance audits
- Coordinate with internal and external auditors
- Perform functions within IT or non-processing accounting needs as commensurate with capabilities

EDUCATION & EXPERIENCE:

- Minimum of five years of Accounting compliance experience
- Bachelor's degree preferred
- At least two years of compliance/auditing experience
- At least two years of BOLO rights management experience
- Understanding of Uniquery or other query languages preferred
- In depth understanding of Bolo preferred

QUALIFICATIONS & SKILLS:

- Able to perform highly detailed work
- High degree of organization
- Communicates effectively, both orally in person and using a telephone and in writing
- Recognizes personal strengths and weaknesses and be proactive in self-development
- Has a strong sense of integrity and the ability to deal with ethical situations
- Willing to work a demanding and flexible schedule

CERTIFICATES & LICENSES:

- There are no certificates, licenses or registrations required for this position.

PHYSICAL REQUIREMENTS:

- Employee must be able to sit for extended periods of time and have use of arms and hands in repetitive motion. A fair amount of standing and walking is also required for the position. Must be able to lift 40 pounds.

Reports to: Head of IT	Schedule/Hours: Day Shift – 40 hours per week
Department: Corporate	Prepared by: HR Manager
FLSA status: Exempt	Date: 2/28/17
EEO Classification: Professional	

The statements herein are intended to describe the general nature and level of work assigned to this job, but are not an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.