



## Sofia IT Development Center

Now Hiring

For our newly established IT Delivery Center in Sofia, we are looking for a **Compliance Analyst** with IT controls and audit experience and Payment Card Industry (PCI) assessments experience is a must.

### **Function Related Activities/Key Responsibilities:**

- Perform testing and documentation in support of annually required PCI compliance validations (several PCI DSS Self-Assessment Questionnaires including, but not limited to, type A, A-EP, B, B-IP, C, C-VT, and D). This testing will be performed under the high level direction and supervision of the PCI Compliance Lead **but working and executing the testing steps independently and predominantly remotely.**
- Manage receipt and tracking of evidence for ongoing PCI-related controls within relevant processes (semi-annual, quarterly and monthly activities across various areas of the business). Assess the adequacy of the evidence received and where necessary, work with relevant contacts to address quality gaps.
- Assist the PCI Compliance Lead in keeping the inventory of payment card processes current by refreshing information on known processes and identifying new processes that have begun accepting payment cards. Assist in the annual PCI risk assessment and PCI Incident Response Plan refresh.
- Perform thorough and effective quarterly access reviews for domain users and privileged access within various applications and supporting infrastructure (SAP, Windows, Linux).
- Work with IT process narrative owners and Global Internal Controls to update process narratives for SOX certification twice yearly.
- Support SSAE18 (SOC1, SOC2) report governance efforts by coordinating receipt of reports and bridge letters from applicable IT service providers, validating vendor relationships, confirming effective performance of required complementary user entity controls, and tracking any findings to resolution.

### **Education Requirements:**

- Bachelor's degree in Business Administration, Information Technology, or other relevant field.

### **Related Work Experience:**

- Minimum 2-5 years experience in audit (internal or external), IT risk management, IT compliance, PCI compliance, or other related field.
- Knowledge of the PCI DSS, IT general controls and SOX principles required.
- Experience working with or auditing SAP preferred.
- CISA, CISSP, and/or PCI related certification preferred.
- Required travel 10-25%.





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**Leadership Behaviors:**

**DRIVE INNOVATION:** *Generate new or unique solutions and embrace new ideas that help sustain our business (encompassing everything from continuous improvement to new product and package innovation)*

**COLLABORATE WITH SYSTEM, CUSTOMERS, and OTHER STAKEHOLDERS:** *Develop and leverage relationships with stakeholders to appropriately stretch and impact the System (Company and Bottler)*

**ACT LIKE AN OWNER:** *Deliver results, creating value for our brands, our System, our customers and key stakeholders*

**INSPIRE OTHERS:** *Inspire people to deliver our mission and 2020 Vision, demonstrate passion for the business and give people a reason to believe anything is possible*

**DEVELOP SELF AND OTHERS:** *Develop self and support others' development to achieve full potential*

**Growth Behaviors:**

**GROWTH MINDSET:** Demonstrates Curiosity. Welcomes failure as a learning opportunity.

**SMART RISK:** Makes bold decisions/recommendations

**EXTERNALLY FOCUSED:** Understands the upstream and downstream implications of his/her work. Tracks and shares external trends, best practices, or ideas.

**PERFORMANCE DRIVEN & ACCOUNTABLE:** Has high performance standards. Outperforms her/his peers.

**FAST/AGILE:** Removes barriers to move faster. Experiments and adapts. Thrives under pressure and fast pace.

**EMPOWERED:** Brings solutions instead of problems. Challenges the status quo. Has the courage to take an unpopular stance.

If you find yourself in the description, we will be happy to receive your CV at:

[tlenkova@coca-cola.com](mailto:tlenkova@coca-cola.com) or [amitreva@coca-cola.com](mailto:amitreva@coca-cola.com)

Only short-listed candidates will be contacted. All applications will be treated in strict confidentiality.

