



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24 -61		
Business Title: Independent Audit Reviewer II		State Classification: Independent Audit Reviewer II
Salary Group: B26	Salary: \$6,073.83-\$10,272.25 (month) \$72,886.00 - \$123,267.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 02/14/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Internal Audit		Program: Internal Audit

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

The Independent Audit Reviewer reports to the Director of Internal Audit and is responsible for reviewing, analyzing, and reporting on construction project activities. Work performed is documented to ensure a logical, complete, and accurate relationship to results. Results are communicated both orally and in writing to all levels of management, oversight bodies and to the Commissioners using professional business standards and practices.

ESSENTIAL FUNCTIONS:

Compiling the population of current construction and deferred maintenance projects and creating a baseline to accurately monitor the change in projects, completion and spend.

Reviewing and analyzing project schedules, estimates, assumptions, calculation methodologies, formulas, and tabulations used to support project billings and payments.

Reviewing construction activities for compliance with law, rules, regulations, project control documents and guidance, and contract or procurement requirements.

Comparing construction billings and expenses including contractor expenses and subcontractor expenses, to support documentation to determine reasonableness, allowability, accuracy, and completeness.

Verifying and validating the accuracy and completeness of agency reporting on construction activities.

Documenting conclusions, opinions, observations, exceptions, and recommendations and communicating results to management.

MINIMUM QUALIFICATIONS:

Bachelor’s degree from an accredited college or university in accounting, finance, construction science, construction management, construction technology, engineering or architecture or a Certified Public Accountant (CPA) or a master’s degree in business administration (MBA).

Five years of experience performing reviews of construction related activities and functions such as: contracting, procurement, project management, monitoring, billings and payments, close-out, and reporting.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of procurement and construction contract types used by the State of Texas to build and manage state facilities and infrastructure.



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Knowledge of construction owner roles and responsibilities, project manager roles and responsibilities and contractor roles and responsibilities.

Knowledge of construction accounting, budgeting, and project management.

Ability to interpret and analyze construction control documents to use as criteria.

Skill in obtaining and reviewing sufficient evidence to determine compliance.

Skill in reconciling information in both manual (paper) and automated systems and identifying exceptions.

Ability to perform work in a timely manner, report on progress, communicate material or significant changes to timelines, milestones, or deliverables and provide solutions or options for keeping work on-track.

Skill in creating complex reports and making professional presentations to internal and external stakeholders.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a workday as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 3402 Finance Officer (Warrant), 6FOX1 Financial Management and Comptroller, 65FX Financial Management, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountantAuditingFinance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills, and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16444160

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