



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-127</b>		
<b>Business Title: Independent Audit Reviewer I or II</b>	<b>State Classification: Independent Audit Reviewer I or II</b>	
<b>Salary Group: B25-B26</b>	<b>Salary: \$5,521.58-\$10,272.25 monthly \$66,259-\$123,267 annually</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 08/09/2024</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Internal Audit</b>		<b>Program: Internal Audit</b>

**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](http://www.WorkInTexas.com).**

**JOB SUMMARY:**

Performs moderately complex to complex auditing and review work. Work involves performing compliance activities to ensure compliance with laws, standards, and agency policies and procedures. Work is performed under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Performs audits and reviews to determine compliance with laws, rules, and regulations.
- Collects and analyzes both qualitative and quantitative data, extracting information that is significant to the audit, advisory services, or other engagements.
- Develops audit scopes, objectives, procedures, and deliverables.
- Examines and analyzes management operations, internal control structures and systems, and accounting records for reliability, completeness, adequacy, accuracy, efficiency, and compliance with legal regulations; and reports erroneous or questionable transactions.
- Prepares working papers to document the results of the work performed, including interviews, data analysis, exceptions and other documentation.
- Reviews and documents applicable laws, regulations, policies and procedures, and financial and administrative controls for the development of audit procedures.
- Prepares or assists in preparing reports of findings, outlines discrepancies, and recommends corrective actions.
- Assists with conducting project-related interviews and meetings.
- Conducts or assists in conducting follow-up assessments to determine implementation status of recommendations.
- May conduct or assist in conducting special investigations into questionable practices or transactions.
- May provide guidance to others.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

**Required:**

- Experience in accounting, auditing, and/or finance work.
- Graduation from an accredited four-year college or university is required.



# Texas Facilities Commission Employment Opportunities

- Graduation from an accredited four-year college or university with major course work in accounting, business administration, finance, information technology, economics, or a related field is preferred.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Skill in use of a computer, applicable software and applications, sampling techniques, working professionally with internal and external clients, and developing clear and concise written and verbal communication.
- Ability to compose clear and concise audit documentation and reports; to gather, understand, and analyze accurate and relevant data and information; to quantify results; evaluate documents for accuracy and legal conformance; to conduct effective interviews and internal/external meetings; to work independently and/or in a team environment; to manage time and priorities efficiently; to be adaptive to changing work environments/requirements; to communicate effectively; and to provide guidance to others.
- Knowledge of accounting and auditing methods and systems; generally accepted accounting principles and auditing standards; information technology principles, terminology, analytics, programming, automated systems, and queries; management systems; business, financial, and non-financial processes; conducting risk assessments; and system/process mapping.
- May require certification as a Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA).

## **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](http://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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountantAuditingFinance.pdf)

**Incomplete applications will not be considered.**

**Conditions of Employment:**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



## Texas Facilities Commission Employment Opportunities

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 the 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 the interview.**

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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**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: 16711749**

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433