



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 24-16</b>		
<b>Business Title: Independent Audit Reviewer</b>	<b>State Classification: Independent Audit Reviewer II</b>	
<b>Salary Group: B26</b>	<b>Salary: \$6,073.84 - \$9,166.67 (month) \$72,886.08 - \$110,000.04 (year)</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: 09/29/2023</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:**

The Independent Audit Reviewer reports to the Director of Internal Audit and manages, leads and/or supervises highly advanced assurance and advisory projects and activities. The Independent Audit Reviewer must have a comprehensive knowledge of contract law, contracting practices, construction and facilities management standards and principles, best practices, theories and techniques. The Independent Audit Reviewer must also have the ability to furnish management with analyses, appraisals, recommendations, and the pertinent facts concerning activities reviewed.

The Independent Audit Reviewer must be able to plan, manage, and audit or review contracts and activities related to construction, deferred maintenance, project management and professional services, the contractors, and the related task orders, jobs, activities, metrics, or deliverables; establish and maintain effective working relationships at all levels of engagement; and effectively communicate both orally and in writing. Work is conducted in accordance with the Texas Internal Auditing Act. This position works under minimal supervision with extensive latitude for initiative and independent judgment and requires situational leadership skills to ensure audits/reviews are completed timely.

**ESSENTIAL FUNCTIONS:**

Performs internal audits and reviews that are highly complex in nature or primarily large in scale and/ or oversees others who perform internal audits and reviews, including coordinating assignments, timing, and audit activities. Oversees and/or develops audit scopes, programs, objectives, procedures, and deliverables that test controls and provides a conclusion on the engagement objectives. Reviews contract performance by examining progress reports, billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies. Conducts on-site inspections at job sites before, during, and project completion or substantial completion to determine if the work and materials installed or comply with contracts, RFP's, proposal responses, bids, quotes, drawings, specifications, unit or task order pricing, and other documents. Verifies and validates reported progress and percentage of completion, recalculates methodologies, and other documentation supporting payment detail to determine if amounts reconcile and support progress billings and financial system records.

Conducts testing on high risk contract or project deliverables including invoicing, change orders, pricing, scope, as well as uniform terms and conditions, contract clauses, accounting and payment requirements, business ethics, compliance, design, planning, and specifications compliance. Engages in complex reviews and analyses of laws, rules, and regulations; may serve as a team leader to other auditors or contractors in the completion of their tasks. Presents and/or oversees the presentation of audit reports and results to internal and external stakeholders, department executives and managers. Acts as a liaison with external auditors, external organizations, and law enforcement agencies.

**MINIMUM QUALIFICATIONS:**

Required: Bachelor's degree in political science, Legal Studies, Accounting, Business, Finance, Information Technology (IT), Engineering, Construction Science, Construction Management, or related field.



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Required: A minimum of 5 years of internal audit, external audit, government contracting, contract law, contract management, engineering, estimating, or construction/project management experience with at least 3 years of progressively responsible experience focused on drafting construction contracts, conducting audits, financial analysis, contract reviews, construction accounting, construction, engineering, operational analysis, and/or management/project oversight of large, complex and multi-year construction projects.

Preferred: Licensed Certified Public Accountant (CPA), Licensed Attorney, Certified Internal Auditor (CIA) or Certified Construction Auditor (CCA) active and in good standing or possessing a contract or construction oversight background with a working knowledge of cost control, design, contract law or construction project management

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

Knowledge of contracting practices, contract management, or contract law.

Knowledge of audit techniques including interpretation of laws, rules, regulations and contract clauses.

Knowledge of contract methods, contract monitoring and procurement practices including cost control, cost methodologies, and sub-contracting practices.

Skill in managing, supervising or monitoring contract reviews, final payment and close-out activities. Ability to develop, review, and modify policies, procedures, and goals for the conduct of reviews and develops new approaches and techniques to adapt to changing practices, requirements, and laws.

Ability to independently monitor workflow progress and productivity against timelines.

Strong computer skills including proficiency in Microsoft Office Suite products. Effective oral, presentation, and written communication skills.

Skill in creating complex reports with technical content and presentations.

Ability to present or testify and provide technical expertise and interpretation on work performed

## **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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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:**

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.**

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.

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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: 16223554**

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