



Texas Facilities Commission Employment Opportunities

| | | |
|--|---|---|
| JOB Vacancy Notice: FY 24-97 | | |
| 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: 05/02/2024 | 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 II coordinates and performs higher risk and more complex technical audits with continuous improvement in mind. This role provides administrative oversight for other auditors to ensure audit execution and quality, applies internal audit subject matter expertise to lead staff development and training over internal audit professional standards and best practices that includes onboarding of new associates. This role contributes to the internal audit department’s on-going risk assessment process and annual risk assessment report and provides insight to develop tailored audit services that deliver relevant assurance at the right time, place, and depth.

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.

Leads, oversees, and manages complex, technical audit operations. Manages to ensure the timely completion of audit work according to budgeted hours and duration.

Supervises audit work through review of processes, related risks, and control activities in support of audit procedures, scope, and direction.

Applies internal audit subject matter expertise to assess and develop audit procedures that address key risks and accomplishes audit objectives including the use of statistical/bias sampling and data analytics.

Serves as an individual contributor and performs audit testing procedures for higher risk and more technical audits.

Performs supervisory duties for junior audit staff including, but not limited to, directing, hiring, training, evaluating, coaching, and disciplining direct reports.

Ensures compliance with the Texas Internal Auditing Act and professional audit standards including new Global Internal Audit Standards, and accounting/comptroller pronouncements.

MINIMUM QUALIFICATIONS:

Required: A minimum of 5 years of auditing or accounting or compliance experience with at least 3 years of progressively responsible experience focused on conducting audits, financial analysis, contract compliance reviews, and/or operational analysis.



Texas Facilities Commission Employment Opportunities

Required: BS/BA in Accounting, Finance, or equivalent degree. CPA or CIA certification.

Preferred: Licensed Certified Public Accountant (CPA) and Certified Internal Auditor (CIA) active and in good standing. Knowledge of auditing in a state agency environment.

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced Word, Excel, Access, and Data Analytic skills
- Ability to work independently and manage multiple tasks and projects simultaneously, including the ability to delegate key areas of responsibility.
- Project management skills including an ability to evaluate project objectives and scope for feasibility and understanding.
- Knowledge and application of persuasion skills when working with internal and external partners to resolve issues/problems. Ability to translate business needs and problems into viable and accepted solutions.
- Strong oral and written communication skills, demonstrating the ability to convey business terminology that is meaningful and well received by stakeholders.
- Ability to investigate, analyze and solve problems/issues.
- People management skills, demonstrating an ability to lead, mentor and develop associates.
- Ability to make timely and effective decisions and produce results through the implementation and evaluation of programs and policies.
- Ability to liaise with individuals/clients across a wide variety of operational, functional, and technical disciplines.
- Knowledge of accounting/finance, including state agency government accounting, and expert ability to define and apply guidance, laws, rules, and regulations to activities.
- Ability to work well within and manage a team. Ability to share and impart knowledge.
- 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.texas skillstowork.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



Texas Facilities Commission Employment Opportunities

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.

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: 16567116

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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