Senior Internal Auditor (Construction)
Houston Independent School District (HISD)
Salary Range: $58-78K

In accordance with IIA Global Internal Audit Competency Framework ("IIA Competencies"), conducts audits and special projects covering construction and bond program areas to accomplish the mission, goals, and objectives of the department. Assists in conducting project risk assessments to design and complete the planning, fieldwork, and reporting phases of audit projects. Performs additional projects as requested by audit management.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first
1. Assists in planning and performing assigned audits, reviews, and other special projects under the general guidance of audit management:
   - Analyzes risk areas and internal controls within assigned projects;
   - Based on audit objectives and assessed risks, develops an audit program to test the design and effectiveness of internal controls in accordance with applicable internal auditing standards;
   - Obtains sufficient evidentiary data to support conclusions and value-added audit recommendations;
   - Documents the tasks performed through the use of work papers;
   - Prepares reports summarizing work performed to satisfy audit objectives and reviews conclusions and recommendations with management;
   - Reviews the adequacy of the corrective action taken to confirm closure of the deficient conditions.
2. Validates compliance with contractual terms, state laws & regulations, codes, and district policies and procedures.
3. Identifies opportunities to improve audit efficiencies and value-added audit recommendations.
4. Demonstrates the IIA Competencies.
5. Provides consultation to management in accordance with internal auditing standards and best practices.
6. Attends professional development training to keep informed of current best practices in auditing and accounting.
7. Performs other job-related duties as assigned.

EDUCATION: Bachelor's Degree in accounting, finance, internal audit, engineering, or other related fields of study.

WORK EXPERIENCE: 0 to 3 years of experience in accounting, finance, internal audit, or similar role in construction activities.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION: Eligible to sit for CPA, CIA, CFE, or PE exams; Working knowledge of Microsoft Office Suite; Familiarity with Teammate audit management software, Audit Command Language (ACL), and SAP; Ability to demonstrate the IIA Competencies; Strong written and verbal communication skills; Working knowledge of business processes and underlying risks and controls; Ability to work well in a team environment; Ability to organize work plans and budgets to effectively complete project work; Familiarity with work paper preparation and requirements; Ability to deliver quality work and expected deliverables within established budget guidelines.

How To Apply:
1. Send resume to John Gerwin, jgerwin@HoustonISD.org, email subject line“ LinkedIn: Sr. Internal Audit Construction, YOUR NAME”
2. Apply online to www.houstonisd.org/career, Business Professionals/Internal Audit