



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Senior Auditor
Division: Internal Audit
Reports To: Director- Internal Audit
Grade Level: H17
FLSA Status: Exempt
Employment Status: Full Time

Job Summary

New Jersey Schools Development Authority (SDA) is the State agency responsible for fully funding and managing the new construction, modernization and renovation of school facilities projects in 31 school districts known as the SDA Districts. The SDA's current portfolio of active projects is valued at approximately \$2 billion – including the Capital Project Portfolio, Emergent Projects and Regular Operating District grants.

The Senior Auditor performs audits and requested internal reviews of the Authority's activities to improve controls, the efficiency and effectiveness of operations, and compliance with policies, procedures and regulatory requirements.

Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Conduct assigned compliance audits of Authority new construction and renovation projects and NJSDA operational audits.
2. Develop audit programs and perform audit fieldwork, including interviews, data analysis and tests of controls.
3. Conduct entrance and exit conferences, complete all necessary fieldwork and report complete and concise audit findings and recommendations, and suggested process improvements.
4. Prepare detailed and summary audit reports of audit findings and provide related recommendations that are meaningful and consider cost-effectiveness/efficiency, operational needs, and provide value to the Authority.
5. Develop recommended controls to eliminate identified weaknesses that are cognizant of interrelated operations and functions/responsibilities.
6. Prepare and maintain electronic audit work papers detailing work performed in support of the audit conclusion.
7. Provide consulting activities that assist operating units with the development of Standard Operating Procedures that are appropriately inclusive of existing procedural elements, and that remedy procedural gaps and recognize interdependencies between operating areas.
8. Communicate interim and final audit report findings and recommendations to the NJSDA Audit Committee.
9. Ensure that open findings and recommendations are resolved through follow-up reviews.
10. Keep abreast of current auditing developments, Authority procedures, and applicable laws and regulatory requirements.
11. Participate in assigned special reviews/projects as required.

Required Skills and Abilities

1. Excellent communication skills, both oral and written.
2. Excellent analytical, time management, documentation, and attention to detail skills.
3. Objective in the approach to audits, with the ability to use initiative when confronted with obstacles.
4. Ability to work independently and in a team environment.
5. Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.).

Required Education and Experience

1. Bachelor's degree in accounting, finance, or closely related business field.
2. Minimum of five years of financial, operational, compliance auditing experience (public or private); experience with construction auditing, industry training or general knowledge of construction practices and terminology is preferred.
3. Knowledge of generally accepted accounting principles and auditing standards.
4. Proficiency in computer information systems for systems audits and analysis of computer data.

Physical Demands

Minimal

Certificates and Licenses Required

CPA and/or CIA certification