



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Audit Project Manager in the Internal Audit Division

Job Posting Number: 18-045	State Classification: Auditor V/1050
Division: Internal Audit	State Pay Grade: B23
Department: Internal Audit	Posting Date: May 25, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$4,598.67 - \$4,900 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly complex (senior-level) auditing work within the Internal Audit Division and reports directly to the Director of Internal Audit. Work involves planning, conducting, and/or supervising audits. Audit work shall conform to the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics prescribed by the Institute of Internal Auditors and with Generally Accepted Government Auditing Standards. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. May supervise, train, and coordinate the work of less experienced auditors. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. May function as a consultant on advanced audits and/or to management on special projects. Works in a team environment. As required, assists Director of Internal Audit in administrative duties. May represent the Department in meetings requiring technical or professional audit expertise. May assist in preparing and submitting operating and financial budgets. May assist in recruiting and interviewing audit staff. May supervise the accumulation of evidence in legal cases and/or perform special investigations.

SPECIFIC JOB FUNCTIONS

- Performs audits that may be complex in nature and/or large in scale to determine compliance with laws, rules, and regulations.
- Develops audit scope, objectives and project procedures and deliverables.
- Develops statistical sampling plans.



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- Examines the management operations, internal control systems, and accounting records for adequacy, accuracy, and compliance with legal regulations.
- Prepares and assembles working papers in accordance with established and accepted procedures.
- Prepares audit reports including the preparation of outlines, specification of internal reviews, preparation of draft reports, review of the drafts with the clients, preparation of the final reports incorporating client comments as appropriate, and submission of the final reports for review and approval.
- Recommends changes in business processes, accounting and/or management procedures.
- Reviews audits for completeness; compliance with standards; uniformity in method; and adherence to statutes, departmental rulings, and legal decisions.
- Defines audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques.
- Informs the Director of Internal Audit of the status of audit work via written and/or oral progress reports.
- Follows up on implementation of audit recommendations or conducts post-audit assessments.
- Conducts special investigations into questionable accounting or business practices and records.
- May coordinate, review, and oversee the work of staff engaged in verifying financial accounting or management operations records.
- May perform and evaluate compliance testing of significant controls to determine electronic system reliance.
- Coordinates internal audit coverage with the activities of external auditors.
- Assists in the preparation of the annual audit plan based on risk analysis.
- Establishes policies and procedures for the audit function.
- May supervise and evaluate the work of others.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Internal Audit Division, including performing risk assessments of the division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, business administration, finance, economics, computer or management information systems or a related field is required.



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- Prefer a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Fraud Examiner or Certified Information Systems Auditor (CISA).
- 3-5 years of progressive experience in either public or governmental accounting audit work is preferred.
- Prefer performance audit experience.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Government Auditing Standards and the International Standards for the Professional Practice of Internal Auditing.
- Knowledge of government accounting methods and systems, auditing procedures, business practices, legal contracts, and business law.
- Must be able to develop and apply internal audit programs to specific operating procedures and policies.
- Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to communicate effectively, to evaluate accounting and management operations systems for accuracy and legal conformance, to accurately complete and assemble audit working papers.
- Knowledge of the agency's policies, operating methods, and procedures.
- Knowledge and application of automated working paper applications (such as Teammate) is preferred.
- Knowledge and application of MS WORD, Excel and MS Access is preferred.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.



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TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.