

# **Engineering/Construction Auditor-Audit Department**

## **JOB DESCRIPTION:**

Under the direction of the Director of Audit, the Engineering/Construction Auditor will conduct construction financial, operational and compliance audits in accordance with the annual audit program. Plan and effectively complete assigned audit projects and may serve as the lead auditor when performing audits with other audit personnel. The selected candidate will also serve as the Engineering Audit Officer. Responsibilities include, but are not limited to the following:

1. Lead and participate in audit engagement scoping, execution, and follow-up.
2. Document, present and report audit results.
3. Identify controls through a review of applicable standard procedures.
4. Analyze detailed construction processes and transactions to assess effectiveness and efficiencies of controls to mitigate risk.
5. Review invoices paid by NYCHA relating to City funded construction.
6. Ensure payments under construction contracts are proportional to the percentage of work completed; consultant service contract payments are in compliance with the terms of the contract.
7. Review change order proposals and determine the appropriateness of change order classifications.
8. Ensure that specific documentation requirements for negotiated change orders are available and that reporting requirements are added for design errors and omissions during the change order review process.
9. Review daily sign in sheets for all workers to verify prevailing wage requirements.
10. Alert the agency engineer of any adjustments to payment requests.

**Note: This position requires travel throughout the five boroughs.**

## **QUALIFICATION REQUIREMENTS:**

A valid New York State Professional Engineer's License and four years of full-time experience in civil engineering. A master's degree in civil engineering from an accredited college will be accepted as equivalent to one year of the full-time experience in civil engineering.

## **SKILLS DESIRED:**

1. Working knowledge of risks associated with construction project management and the construction industry.
2. Excellent interpersonal, organizational and teamwork skills

3. Proficiency in utilizing Word, Excel; knowledge of Oracle.
4. Good understanding of accounting, internal controls and auditing.
5. Proven ability to meet deadlines and handle multiple assignments.
6. Experience in preparing and analyzing statistical reports and spreadsheets
7. Excellent verbal and written communication skills.

**Interested candidates may fax cover letter, resume, to (212) 306-5194, e-mail to [HR.Recruitment@nycha.nyc.gov](mailto:HR.Recruitment@nycha.nyc.gov) or mail to:**

**New York City Housing Authority  
Human Resources Recruitment Unit  
90 Church Street, 5<sup>th</sup> Floor  
New York, NY 10007  
Attn.: DMP, Senior Recruiter  
Job Code: Engineering/Construction Auditor**

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