



TBey & Associates is seeking a **Senior Auditor** for the Dallas Fort Worth International Airport Board.

General Summary

Under the general direction of an Audit Manager, programs and performs professional-level audit work to assist the Board of Directors and management by independently reviewing programs, activities, and resources for which the Airport Board is accountable and by communicating results useful for increasing accountability and ensuring efficient, effective, and ethical management practices.

Principal Duties and Responsibilities

- Performs all phases of multiple, concurrent audits and other projects, including complex, politically sensitive, and confidential assignments.
- Based on a broadly stated objective, develops sub-objectives, detailed audit plans, and time budgets for assigned projects. Schedules activities to meet completion dates. Researches and interprets laws, regulations, policies, contracts, etc., necessary to develop audit plans.
- Determines sources and availability of information; determines data collection strategies; and selects the data sources required to accomplish program steps and satisfy the objectives of the project. Reviews records and other documentation.
- Interviews Board employees, tenants, concessionaires, contractors, vendors, etc., and observes procedures/activities to gather facts and gain an understanding of the program.
- Determines the type and amount of analysis necessary to develop findings or resolve audit issues; evaluates the sufficiency and competence of evidence; identifies and analyzes the possible causes of problems noted; and draws conclusions and forms recommendations from the results of these analyses.
- Prepares workpapers and internal and external correspondence; drafts formal audit reports and memorandums.
- Serves as team leader on assigned projects; provides required supervision and instruction to lower level staff. Reviews work products prepared by these persons to ensure quality, completeness, technical soundness of findings, and adherence to DAS policies and procedures.
- Directs and/or participates in meetings with auditees to encourage understanding and acceptance of project results, to understand the auditee's position regarding the results of the audit, and to resolve any issues regarding management's position. Makes presentations to all levels of the organization.
- Establishes and maintains effective and constructive working relationships in furtherance of Board objectives with people at all levels, both inside and outside the organization.

Minimum Requirements

- Bachelor's degree in accounting, finance or a related field.
- Three (3) years of experience in performance auditing in one or more of the following fields:
 - Construction Auditing (**strongly preferred**)
 - Financial/Operational Auditing
 - External Auditing
- Big 4 Accounting experience a plus
- Specific experience may be designated by the department.
- CIA, CPA, CMA or CISA certification may substitute for one (1) year of work experience.
- Possession of a valid Class C driver's license.

Required Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and techniques of accounting and auditing.
- Knowledge of the techniques, tests, and sampling methods involved in conducting audits.
- Knowledge of computer-oriented accounting recordkeeping systems.
- Skill in the use of microcomputers in conducting audit activities.
- Demonstrated ability to gather, analyze and evaluate the facts and to prepare and present concise oral and written reports.
- Ability to communicate clearly and effectively, both orally and in writing, including the ability to interview persons to extract politically sensitive information.
- Ability to schedule and direct the activities of professional and clerical staff in accomplishing the goals of the Department of Audit Services and to review work in progress upon completion.

Effort

- Works in an office environment and at construction sites.
- Communicates by telephone, in writing, and in person.
- Uses keyboard devices and computer monitors.
- Uses mathematical, statistical and reasoning abilities in problem solving and analysis.
- Drives to locations on and off Airport property.
- Ability to travel to other cities and states, which may require staying overnight.

If you are interested, and meet the above qualifications, please submit your resume to Imani Love-Parker, ilove-parker@tbeyaassoc.com. Only qualified candidates being considered will be contacted. Thank you for your interest.

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