

University of California, San Francisco
Position Title: Construction Audit Manager
Position Type: Career
Percentage: 100%

Job Summary:

The Construction Audit Manager would be responsible for taking a lead role in conducting audits of planned, in-process, or completed construction projects, facility service and operations, and policies, procedures, and systems supporting construction operation at UCSF; will lead projects that provide financial, operational, and compliance assurance services and advisory and investigative reviews of construction areas at the UCSF Campus and Medical Centers; duties include assessing contract, financial, and operational risks for assigned review areas or construction projects, designing and preparing audit programs to address areas of highest risk, conducting fieldwork, preparing work papers, drafting reports, working with management on developing corrective action, directing or assisting staff auditors in conducting construction audit services, and following up on management corrective actions.

The Auditor V will work independently under the general direction of the departmental management team as assigned on a project basis, completing all work in compliance with professional auditing standards; and perform other duties as assigned. **Note: This position has an end date of 2 years from the date of hire.**

Required Qualifications:

Bachelor's degree in Business, Engineering, Architecture, Construction Management, or Accounting from an accredited college/university; possess the ability to interpret and understand construction contracts as it relates to internal controls and systems such as accounting system, labor system, purchasing system, estimating system and timekeeping system; working knowledge of construction contract terms and conditions and the different types of contracts (e.g. cost plus, time and material, lump sum, guaranteed maximum price); excellent interpersonal skills excellent written and verbal communication skills; ability to audit construction contracts, including costs incurred, and various types of change orders and conduct operational reviews of procurement systems and /or the construction management process; strong project management skills; strong analytical skills; demonstrated ability to solve problems by applying professional knowledge or expertise in construction management, accounting, and/or auditing; experience in applying the theories and principles of auditing and accounting in a construction and/or facilities services environment; knowledge of General Accounting and Auditing Principles; ability to project a courteous, helpful, empathetic, credible, and professional image to the campus community and fellow colleagues; identify risks associated with a specific deficiency and determine cost effective recommendations; ability and skills to function as a team member to work cooperatively with others to achieve assignment goals and objectives; use judgment in evaluating the adequacy and effectiveness of financial and administrative controls, and the effectiveness and

efficiency of operations; multitask and prioritize multiple projects and assignments to meet deadlines and project budgets; interact independently and effectively with all levels of management on a wide variety of topics, in a professional manner to explain observations, present recommendations, and obtain management commitment to corrective actions.

Capable of leading meetings with client management to explain observations, obtain agreement with these observations, and present recommendations and seek management commitment to recommended corrective actions; minimum of 7 + years of demonstrated experience in leading and conducting audits of large and complex construction projects; minimum of 3 + years of experience in performing construction contract audits including contract compliance, and proper and authorized billing by contractors and subcontractors for labor costs; understanding of various construction contracts (i.e. gross maximum price, design and build, lump sum, etc.) and respective risks of each contract; requires bending, squatting, pushing/pulling up to 20 pounds; reaching shoulder level and below; sitting, standing, walking, waist twisting; carrying/lifting 20 pounds; gripping/grasping; repetitive hand and arm movements of upper extremities. **Note: Fingerprinting and background check required.**

Preferred Qualifications:

Experience in one or more of the following areas of construction or facilities services; management, development, accounting, engineering, or contract administration Master's degree in Business, Engineering, Architecture, Construction Management or Accounting from an accredited college/university; professional Certification as CIA, CPA, or CFE.

In order to be considered for open positions at UCSF, you will need to submit your resume through our online application process. Once you complete the online application process, you will receive an email confirming that your submission has been received. Submitting your resume to UCSF opens the door to many immediate and ongoing job opportunities. Your resume will remain active in our applicant database and you will be able to update it as needed.

To submit your resume online go to:

<http://ucsfhr.ucsf.edu/careers>

Apply specifically to requisition 36357BR. Please note ad code NACA36357BR in the ad code field in your applicant profile.

An email address is required for you to submit your resume. If you do not have access to a PC with Internet Explorer, you may drop in to use the PC terminals available during working hours in our main Human Resources office, at 3333 California Street, Suite 305, Monday through Friday 8:00 a.m. to 5:00 p.m. Our staff will be there to answer any questions about the process.

Visit our Human Resources web site at www.ucsfhr.ucsf.edu/careers for information about other job opportunities. UCSF is an Affirmative Action/Equal Opportunity Employer and committed to a diverse workforce.