

Auto req ID: 25865BR

School/Unit: Harvard/Financial Administration

Department: Risk Management and Audit Services

Sub-Unit: -----

Union: 00 - Non Union, Exempt or Temporary

Duties & Responsibilities: The Harvard University Construction auditor will provide leadership for the construction audit program by instituting a risk based approach to conducting audits of construction projects and providing recommendations to senior management and project leaders on construction risks, business processes and systems supporting the construction operations. Develop and recommend an annual construction audit plan and determine resource needs to complete the plan on a timely basis. Prepare regular briefing of construction audit results and thematic issues to the Joint Committee on Inspection and University leaders responsible for construction management activities; Promote change in business processes by leading discussions on opportunities for improving controls.

Identify and evaluate 3rd party service providers for management consideration and direct and supervise their work including: Review of work plan, scope, audit programs, work papers as needed. Timely completion consistent with target dates. Review of report and ensure report comments are supported by evidential data. Follow up on corrective action taken. Conduct audits of construction projects and business processes supporting construction projects in accordance with the International Standards of Internal Auditing

Prepare audit programs for assessing areas of high risk. Conduct fieldwork and prepare audit working papers documenting tests performed and conclusions reached. Draft reports and work with management on developing corrective actions. Provide consultation on opportunities for construction procurement. Develop audit programs related to facilities and real estate services operations. Assist the Director of RMAS and Senior Management responsible for construction and facilities management in continual risk assessment and in the development of strategic plans to address opportunities for enhancing the environment. Advises and consults on construction-related contracts as part of audit work or on request. Conducts investigations upon request coordinating with the Office of General Counsel, Project and Planning leadership and others as required. Develops and maintains thorough knowledge of construction industry, accounting principles, contract terms and conditions and industry best practices

Basic Qualifications: Bachelors degree in Business, Construction Management or Accounting. 5-7 years of public accounting and/or internal audit including construction audit experience is required. CPA and/or CIA certified, or equivalent certification.

Additional Qualifications: Strong organizational, project management and administrative skills, excellent interpersonal skills, excellent written and verbal communication skills, and ability to build collaborative working relationships. Extensive knowledge applying internal auditing and accounting principles and practices are essential. Strong interpersonal skills with knowledge of management principles and sound business practices. Experience in and understanding of the construction business including types of construction contracts and associated risks, billing practices, accounting systems and subcontractor relationships. Demonstrated leadership skills and ability to develop plans and prepare and present reports to senior management. Ability to solve problems by applying professional knowledge or expertise in construction management, accounting and/or auditing. Ability to multitask and prioritize multiple projects to meet deadlines. Ability to interact with all levels of management on a wide variety of topics and ability to explain observations and present recommendations to obtain commitment to corrective actions. Ability to identify risks associated with deficient business practices and developing recommendations to address the underlying cause.

Pre-Employment Screening: Identity

Schedule:

Additional Information:

Apply Here: <http://www.click2apply.net/dfsqjzs>