**Company Confidential**

**Job Title:** Construction Auditor

**Job Type:** Contractor

**Department**: Administration

**FLSA Status:**

**Supervisory Responsibility**: None

**Summary:** The Construction Auditor supports the end-to-end process for the Project Management team from solicitation of bids to final closeout.

**Responsibilities:**

* Provides process improvement recommendations to project team.
* Remains knowledgeable of construction industry risks and current events.
* Reviews, verifies, and analyzes information related to construction project activities.
* Creates and maintains audit work papers.
* Understands Contract Scope, terms and conditions, and applies to downstream processes such as Change Management and Invoicing.
* Responsible for identifying contract risk exposures, performing analysis of data to contractual requirements and effectively negotiating settlements. Makes recommendations for best practices.
* Provides Real Estate and Procurement team with recommendations on audit scope.
* Consolidates results and recommendations in audit repository and follows-up on status
* Provide Procurement guidance on Construction/PPE vendor selection and spend.

**Supervisory Responsibilities:**

* None

**Budget Responsibilities:**

* None

**Required Education and Experience:**

*Education*:

* Bachelors Degree in Accounting, Engineering, Finance, or other relevant discipline. Advanced academic training or specialized knowledge in relevant areas may be considered in lieu of some experience.

*Experience:*

* 5+years of audit and construction industry experience.
* Experience reviewing construction and engineering contract awards and agreements, change management, invoicing, cost reporting and schedule.

**Skills and Abilities:**

* The ability to work both independently and in a team environment and be able to effectively interact with all levels of management.
* Excellent analytical and communication (verbal, written) skills.
* Proficient in Microsoft Word and Excel.
* Ability to develop and implement audit programs and lead change.
* Ability to communicate in a timely and service-oriented manner with all internal and external business partners.

**Working Conditions:**

* Work is done in a typical office environment. This role routinely uses standard office equipment.
* The noise level in the work environment is usually low to moderate.

**Physical Demands:**

* This is a largely sedentary role; however, some occasional light lifting may be required. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
* Frequently required to stand; walk; sit; talk; hear; use hands/manual dexterity, and fingers to handle or touch/sense, and reach and stretch with hands and arms.
* May occasionally be required to climb or balance, crouch, squat, kneel, stoop or crawl.
* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Travel Requirements:**

* Domestic and International travel may be required.  Must maintain valid travel and work authorization documents.

Send CV and cover letter to annem@watermark-llc.com