



STAFF AUDITOR

Department: Internal Audit
Unit: 5230
Level: 6, Exempt

Supervisor's Title: Audit Senior
Supervises: No Staff

Purpose: The Staff Auditor conducts financial, operational, forensic, and compliance audits in accordance with professional standards and department policies and procedures. This role also assists with ad hoc projects assigned by Internal Audit Management. Under the oversight of Internal Audit Senior(s) and/or Audit Management, the Staff Auditor evaluates risk mitigation, tests internal controls for effectiveness, verifies financial record accuracy, and ensures operations comply with agency policies, regulatory requirements, and industry standards.

ESSENTIAL JOB RESPONSIBILITIES

Audit Execution

- Plan, execute and report on audits, and other ad hoc projects.
- Prepare detailed audit workpapers and reports for management review.
- Communicate the status of assigned work to the supervisor and promptly escalate any issues or challenges.
- Evaluate compliance with agency policies, contracts, and specific industry regulations.
- Perform tests on accounting records to verify accuracy and completeness.
- Document initial audit procedures and results in audit working papers, ensuring they meet established standards.
- Prepare, document, and review process documentation, narratives and flow charts for audits and special projects as assigned.
- Assist in developing audit planning memorandums and related documents.
- Analyze data, statistical samples, and internal controls for effectiveness and efficiency, document results under supervision.
- Assist in conducting authority-wide risk assessments.
- Assist with follow-up on audit findings and recommendations.
- Support special projects and investigations as needed.
- Collaborate with internal teams and external stakeholders, to understand the Authority's operations and recommend enhancements.
- Maintain ongoing professional education and development to remain current on industry trends and technical pronouncements that may affect audits at Massport.

Fraud and Other Investigations

Execute the following investigatory tasks under supervision of Senior Auditors(s) and Audit Management:

- Investigate fraud or other investigatory cases in a timely and efficient manner as

- assigned.
- Maintain accurate, up-to-date records of all fraud-related activities and work performed.
- Assist in developing and implementing internal fraud trainings, policies and procedures as assigned.

Prevailing Wage Compliance

Execute the following Prevailing Wage compliance tasks under supervision of Senior Auditor(s):

- Assist Senior Auditor in overseeing compliance with federal, state, and local prevailing wage laws across contractors, subcontractors, and vendors.
- Conduct periodic audits and reviews to verify labor rate adherence and identify compliance risks as assigned by the Senior Auditor.
- Maintain organized documentation and effective file management of related documentation in authority systems.
- Communicate with internal departments and external entities to ensure labor compliance standards are met.
- Stay abreast of regulatory changes related to prevailing wage and assist Senior Auditor in updating internal policies accordingly.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's degree in Accounting, Finance or related field.

Experience

1–3 years of experience in public accounting, government or transportation preferred.

SKILLS AND COMPETENCIES

- Minimum of one current, active professional certification (CPA, CIA, CISA) preferred or in progress.
- Additional certifications or progress toward certification are highly desirable.
- Foundational knowledge of audit methodology, procedures and techniques, US GAAP, and the accounting cycle.
- Basic understanding of business and operational processes and related internal controls.
- Proficiency in Microsoft Office 365 and familiarity with audit/data analytics tools (e.g., Teammate, HighBond/ACL, Power BI, Tableau, Visio).
- Strong prioritization and time-management skills.
- Excellent verbal and written communication skills.

WORK SCHEDULE

- Ability to work a minimum of a 37.5-hour workweek (hybrid) and to meet the demands of a fluctuating workload.

- Must pass Massport pre-placement controlled substance testing and background security check.
- Ability to travel periodically as required for stakeholder engagement, conferences, or industry forums.