

# Massachusetts School Building Authority

## Job Description

**Title:** Audit Analyst  
**Department:** Finance  
**Reports To:** Financial Audit Manager  
**FLSA/Grade:** Non-Exempt / 5  
**Salary Range:** \$48,695 to \$58,434

### Position Summary

Conduct audits of monthly requests for reimbursement received from school districts and perform closeout audits of completed school construction projects. Provide training and support to internal and external users of the MSBA's Progress Payment (Pro-Pay) system.

### Essential Functions

- Conduct reviews of monthly requests for reimbursement received from school districts.
- Organize invoices related to ProPay requests.
- Perform final closeout audits of completed school construction projects and prepare final audit reports for review by the Financial Audit Manager and/or the Director of Audit, review by Capital Planning, acceptance by the district, and approval by the MSBA Board of Directors.
- Collect data and perform research to provide various reporting on the status of projects in the pipeline and inform prioritization of request review and audit preparation.
- Provide outreach, training, and other support to school districts submitting monthly requests for reimbursement via the MSBA's on-line Progress Payment (Pro-Pay) system. Participate in the MSBA's training sessions for districts and Owner's Project Managers ("OPMs").
- Review weekly reporting that details the status of open requests for reimbursement to establish priorities.
- Assist the Director of Audit and Financial Audit Manager with the MSBA's fixed asset inventory, including participation in an annual reconciliation of MSBA's fixed assets.
- Assist with data requests related to the MSBA's annual financial audit and any cross-training related to financial statements support.
- Work closely with Capital Planning and Finance team members to review requests for reimbursements from districts.
- Assist with tracking projects entering closeout, and cataloging of required documentation.
- Prepare closeout packages, including the grant letter, acceptance policy, acceptance/ non-acceptance form, closeout index, etc. to be sent to the districts.
- Assist with archiving of final closeout audits.
- Work with Director of Audit to review and update MSBA internal controls and policies related to reimbursement requests received from districts.
- Create and maintain relevant reports as needed and as requested by the Director of Audit.
- Be responsible for various *ad hoc* requests which require complex analysis, requested by the Director of Audit.
- Provide coverage for the front desk as needed.
- Respond to employee and management inquiries as needed.
- Perform other duties as assigned.
- Maintain regular attendance.

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Supervisory Responsibilities: N/A

### Required Education, Experience and Skills

- Bachelor's degree with a major in accounting, business administration or business management or at least equivalent one to three years of full-time or part-time professional experience in accounting or auditing.

### Preferred Qualifications:

The successful candidate will likely possess many of the following:

- Knowledge of the principles and practices of auditing.
- Knowledge of the principles and practices of general accounting terminology and standard abbreviations.
- Knowledge of the methods of general report writing.
- Knowledge of various computer software packages including, but not limited to, spreadsheets, word processing, and data base applications.
- Ability to analyze and determine the applicability of reporting & financial data, to draw conclusions and make appropriate recommendations.
- Ability to read and interpret documents such as financial reports, accounts and ledgers.
- Ability to understand, apply and explain the provisions of the laws, rules, regulations, policies and procedures governing assigned unit activities.
- Ability to perform mathematical calculations using formulas to solve accounting problems.
- Ability to follow oral and written instructions in a precise, understandable manner.
- Ability to gather information by examining records and documents, and through questioning individuals.
- Ability to maintain accurate records and prepare general and financial reports.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise sound judgment and to exercise discretion in handling confidential information.
- Ability to prioritize workload to meet deadlines.
- Ability to deal tactfully and establish and maintain a harmonious working relationship with others.
- Ability to work independently and in a team setting.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Approved By: \_\_\_\_\_  
CEO/ Executive Director                      Date

*This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.*