

**CITY OF LOS ANGELES  
OFFICE OF CONTROLLER**

**JOB TITLE:**           **Construction Contract Auditor**

**SALARY:**               \$72,850 to \$112,104/annually

**POSITION SUMMARY:**

This employee will be responsible for evaluating and testing contractor billings, cost accounting, and project management systems, as well as analyzing change order costs, evaluating claims, verifying receipt of credits, and performing labor and overhead costs analysis, as related to both fixed and cost-plus type contracts. Additionally, the candidate will be expected to test contractors' cost reporting systems to determine whether project costs are accurately reported and whether those systems are an effective tool for project management. The employee may also perform pre-award audit reviews prior to execution of contracts. The employee will evaluate internal controls and perform tests of contract expenditures to ensure compliance with GAAP and the City's policy and procedures. The employee will conduct risk assessments, draft audit programs, prepare appropriate work-papers and write audit reports in accordance with professional audit standards.

**REQUIREMENTS & QUALIFICATIONS:**

Persons applying for this position must have a bachelor's degree in Accounting, Finance, Engineering or a related field and six (6) years of experience in Construction Auditing, and two (2) years experience planning and managing construction audits. Specific experience auditing construction activities in a government environment and familiarity with government Cost Accounting Standards (CAS) and professional designations, such as CPA and/or, CIA is highly preferred.

**HOW TO APPLY:**

Interested individuals who meet the requirements and have a commitment to public service and a strong work ethic should send a cover letter, resume and completed City of Los Angeles Application for Employment (available on the internet at <http://www.lacity.org/per/Appform.htm>) to *Office of the Controller, Management Service Room 300, 200 N. Main St., Los Angeles, CA 90012.*

Only the most qualified applicants will be invited to participate in the interview process. Applicants may be required to take a brief written test prior to the interview in order to determine a candidate's ability to perform essential job functions. Applicants may also be subject to a background investigation, including personal interviews, written inquiries/confirmations, and record searches.

---

**An Equal Employment Opportunity Employer**

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

---