

Company: Gateway Development Commission

Job Title: Head of Internal Audit

Location: New York/New Jersey

Date: November 10, 2023

Job ID: 13-001

Summary of Responsibilities

We are seeking an experienced and visionary Head of Internal Audit to lead our Internal Audit function. As the Head of Internal Audit at Gateway Development Commission (GDC), you will be responsible for ensuring the integrity of our financial operations, promoting efficiency, compliance, and accountability across the organization. Your leadership will be instrumental in driving transparency, identifying risks, and optimizing our resources to support the GDC's mission.

Essential Functions

- Develop, implement, and maintain an internal audit function based on recognized internal audit standards and best practices.
- Oversee the establishment of an internal audit program including an internal audit charter, audit risk assessment, audit plan, and annual audit calendar.
- Establish a strategy for acquiring competent internal audit resources necessary for executing various aspects of the internal audit program.
- Prioritize the implementation of opportunities to enhance processes, tools, and systems used by the internal audit function.
- Develop a strategic approach to assimilate the internal audit function into the existing governance structure.
- Design standards ensuring the delivery of informative reports on the effectiveness of the internal control environment and corrective actions needed for control gaps and risk mitigation.
- Regularly brief the Executive Leadership Team, Board of Directors, Audit & Finance Committee on the status of the overall internal audit program.
- Provide updates on the annual audit plan, progress of scheduled audits, and the status of corrective action plans in response to audit findings.
- Lead ad-hoc meetings to discuss the strategic direction of the internal audit function within both organizations, ensuring alignment with stakeholder expectations.
- Monitor the status of special audit projects as needed.
- Monitor and manage various ad-hoc requests from internal and external parties, ensuring timely and accurate delivery.

- Maintain effective working relationships with the executive leadership team and senior management.
- Authorize the publication of audit reports outlining results and recommendations to enhance resource utilization, ensure compliance with federal and state regulations, and promote company growth.
- Monitor and evaluate the adequacy of actions taken by management to rectify reported deficiencies. Ensure timely and effective responses to all external agency and audit reports.
- Conduct special consultant-type operational and financial examinations at the request of the Board of Directors or the Chief Executive Officer.
- Conduct in-depth evaluations of operational resilience, identifying vulnerabilities, and recommending strategies to ensure continuous service even during disruptive events or crises.
- Analyze the allocation of financial and operational resources, identifying areas for improvement to enhance cost-effectiveness and efficiency.
- Evaluate the effectiveness and efficiency of specific projects and programs, providing insights to enhance project management, delivery, and overall program performance.
- Incorporate advanced data analytics techniques into the audit process to identify patterns, anomalies, and opportunities for improved decision-making.

Job Requirements

- Bachelor's degree in business administration, Accounting, or a related field.
- A minimum of ten (10) years of audit experience.
- Professional certifications such as CPA, CIA, and/or post-graduate degrees are desirable.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of

Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Head of Internal Audit” in the subject line.