

Company: Gateway Development Commission
Job Title: Manager, Audit Oversight
Location: New York/New Jersey
Date: April 15, 2025
Job ID: 13-002

Summary of Responsibilities

The Gateway Development Commission is seeking a dynamic Manager, Audit Oversight, who will work closely with senior leadership and add value to the organization by identifying and addressing risks and driving efficiencies. Reporting to the Head of Audit Oversight, they will be responsible for executing internal audit projects and supporting all aspects of the internal audit function, from audit planning to execution to follow-up, including delivering insight reports highlighting process gaps, control deficiencies, and areas for improvement.

Essential Functions

- Support the Head of Audit Oversight in conducting operational audits to assess efficiency and effectiveness, while also ensuring compliance with governing laws, regulations, and organizational policies.
- Assist in the preparation of detailed audit reports and their supporting documentation to identify and communicate audit findings to relevant stakeholders, which may include senior management and the Board of Commissioners.
- Support senior management in conducting audit risk assessments and developing mitigation strategies.
- Apply process analysis, business intelligence, and problem-solving techniques when planning an audit, performing walkthroughs, and identifying effective test procedures.
- Demonstrate excellent project management skills by overseeing multiple projects and managing project timelines to ensure the delivery of high-quality work products with limited supervision.
- Identify efficiencies and opportunities for enhancing internal audit delivery.
- Perform special review requests by senior management and the Board of Commissioners, as well as related duties as assigned.
- Maintain an understanding of the financial, operational, and technology processes, regulatory changes, risks, and controls related to the organization.
- Continuously expand knowledge of data analytics and use of technology to enhance audit testing and identify opportunities for continuous monitoring and repeatable test plans.

Job Requirements

- Bachelor's degree in accounting, finance, business, or a related field.
- Minimum 5 years' experience in internal audit and/or public accounting.
- Designations such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or comparable certification are highly desirable.
- Strong communication skills and ability to interact with all levels and functions.
- Excellent knowledge of Microsoft Office Suite.
- Experience with Audit Command Language (ACL) is a plus.
- Ability to work independently and as a team member in a fast-paced environment and handle multiple tasks simultaneously.
- Strong project management, time management, and prioritization skills.
- Possess a high energy level and strong work ethic committed to continuous improvement in a dynamic and changing environment that strives to exceed expectations.

Project Background

The Gateway Development Commission (GDC) is a bi-state public authority charged with delivering the Hudson Tunnel Project: the cornerstone of the Gateway Program, a comprehensive set of rail investments that will improve transportation along the busiest section of the Northeast Corridor. GDC is governed by a seven-member Board appointed by Amtrak, New Jersey, and the New York State Department of Transportation. GDC works in partnership with Amtrak, NJ TRANSIT, and the Port Authority of New York and New Jersey.

The Hudson Tunnel Project (HTP) is the most urgent infrastructure project in America. It involves constructing a new two-track tunnel under the Hudson River connecting to New York Penn Station as well as the full rehabilitation of the existing 115-year-old North River Tunnel. The project will create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing.

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, disability, protected veteran status or military status, or any other category protected under applicable law. We encourage qualified people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Manager of Audit Oversight" in the subject line.