

**OFFICE OF INSPECTOR GENERAL  
U.S. HOUSE OF REPRESENTATIVES**

**VACANCY ANNOUNCEMENT**

**Position:** Auditor

**Announcement Number:** IG-08-05

**Opening Date:** May 20, 2008

**Location:** Washington, DC

**Closing Date:** Open until filled

**Salary:** \$83,345 - \$94,688\* (HS-10 to HS-11)

\*Commensurate with qualifications and experience

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Job Summary:** Incumbent serves as a Management Advisory Services Auditor responsible for the day-to-day accomplishment of assigned tasks required in evaluating, streamlining, and improving U.S. House of Representatives activities.

**Major Duties:**

- 1) Performs audits and management advisory services to (i) evaluate the effectiveness of system development, project management practices, internal controls, and the economy and efficiency of operations; (ii) identify and recommend business process improvements; (iii) advise management on meeting its objectives using a risk-based approach; and (iv) deter and detect fraud and abuse in House administrative operations.
- 2) Assists in the development of audit and management advisory programs, assignment of resources, completion of field work, and preparation of draft reports.
- 3) Works independently with minimum supervision.
- 4) Simultaneously participates in more than one project effectively.
- 5) Performs risk assessments of House activities, prioritizes the results, and writes briefing documents for annual planning purposes.
- 6) Assists in proposing short- and long-range audit and management advisory plans and priorities for the OIG, initiates actions to improve review coverage, quality, effectiveness, and the usefulness of audit and management advisory reports.
- 7) Assists in developing task orders, evaluating proposal bids, and managing contractor staff.
- 8) Keeps abreast of the latest trends, techniques and current developments in technology, process improvement, audit, and accounting practices.

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**Additional Position Requirements:**

- Must have a bachelors degree with a minimum of 24 semester hours of accounting (may include up to 6 semester hours in business law)
- Must be eligible for a Secret Security Clearance.
- This is a drug testing designated position.

**Work Environment and Physical Demands:** The work is usually performed in an office environment. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex. Overnight travel is rare and limited to attending required training not offered locally.

**How Resumes Will Be Ranked:**

- Candidates whose resumes indicate that they possess knowledge and experience in the following areas will be given a higher priority than resumes that do not.
  - Auditing (government auditing experience will be given more weight);
  - Process improvement;
  - Understanding of technology and systems development;
  - Project management;
  - Effective oral presentations;
  - Clear/concise written communications; and
  - Ability to establish and maintain effective working relationships with high ranking officials
- Certifications preferred (e.g. CPA, CIA, CISA, CGAP, CISSP, etc)
- Information Technology auditing experience a bonus

**Benefits of Working at the House of Representatives:**

- General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees life insurance, etc) that other federal employees are entitled to.
- Leave accumulation. Prior federal service is considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience.) All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
  - Less than 1 year of service = 12 days annual leave per year
  - Between 1 year and 3 years of service = 15 days annual leave per year
  - Between 3 years and 6 years of service = 18 days annual leave per year
  - 6 or more years of service = 24 days annual leave per year
- Federal retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). However,

retirement accumulation is calculated at a higher percentage rate than most Executive Branch entities.

- Student loan repayment program. Employees can be reimbursed for up to \$6000 per year (with a maximum of \$40,000 in total) for federally backed student loans.
- Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave)
- Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
- On location Day Care facility
- Flexible work schedule.
- Eligibility for either free, on-site parking or \$110 in monthly mass transit benefits.

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**SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:**

FAX: (202) 225-4240

Email: [HouseIG@mail.house.gov](mailto:HouseIG@mail.house.gov)

Hand Deliver to: 400 D. Street SW (Ford House Office Building)<sup>1</sup>  
Room 385  
Washington, DC 20515-9990

Point of Contact: Jaima List or Theresa Grafenstine, (202) 226-1250.

**DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.**

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<sup>1</sup> Across from the Federal Center SW Metro Station (Blue & Orange Lines)