

Architect of the Capitol

Assistant Inspector General for Audit, GS-0511-15

**ANNOUNCEMENT
NUMBER:** OIG-2009-040

**APPLICATION
DEADLINE:** 1-16-2009

JOB LOCATION: Washington, Dist of
Columbia

WORK SCHEDULE: Full Time

SALARY RANGE: \$120,830.00-\$153,200.00

OPEN DATE: 1-2-2009

TIME LIMIT: Permanent - No time limit

WHO MAY APPLY: Anyone may apply

NUMBER OF VACANCIES: 1

**PROMOTION
POTENTIAL:** 15

NOTES:

LOCATION: Architect of the Capitol, Office of the Inspector General

THIS POSITION IS BEING FILLED THROUGH AN ON-LINE APPLICATION SYSTEM.

To apply, go to <http://www.avuedigitalservices.com/aoc/applicant.html> (Be sure URL is typed in all lower case).

ANY ADDITIONAL REQUIRED FORMS MUST BE ATTACHED AS TEXT OR IMAGE FILES TO YOUR JOB APPLICATION.

FORMS RECEIVED BY FAX, EMAIL OR U.S. POSTAL SERVICE DELIVERY WILL NOT BE ACCEPTED.

If you are unable to apply on-line, you may contact the employing office for alternate application procedures. Please call 202-226-7000.

ANNOUNCEMENT CLOSES AT 11:59 PM ON THE CLOSING DATE.

DUTIES:

This position is located in the Architect of the Capitol (AOC), Office of the Inspector General (OIG). The incumbent assists the Inspector General (IG) in all matters pertaining to the conduct and supervision of financial, operational, compliance and performance audits; policy formulation and program planning and contract audit management. Advises the IG on matters relating to Agency audits; provides investigative support and reviews and monitors the implementation of audit recommendations.

Develops audit policies and procedures subject to approval by the IG and periodically review and modify to incorporate changes to auditing standards.

Responsible to perform, direct, administer or supervise comprehensive, independent audits, reviews, evaluations or studies of AOC programs and activities to evaluate efficiency, economy and compliance with laws or regulations and for indications of fraud, waste, abuse and improper or illegal expenditures or operations. Audits include financial transactions, internal controls, operations, regulatory requirements, information technology and investigative support.

Provides administrative and technical supervision necessary for accomplishing the work of the unit. Provides input to and approve auditor training plans to foster professional development and meet continuing professional education requirements. Establishes guidelines and performance expectations for staff members. Demonstrates and conducts work performance critiques. Evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans; recommends personnel actions as necessary. Effects disciplinary measures as appropriate. Reviews and approves or disapproves leave requests.

Provides expert advice and guidance on government programs and policies which are of significant interest to the public and Congress.

Applies knowledge of AOC's programs, audit and accounting principles and standards promulgated by the Government Accountability Office (GAO), American Institute of Certified Public Accountants (AICPA) and other professional audit organizations in assisting the IG in planning, initiating, formulating and overseeing policies, procedures and techniques used in conducting audits.

Prepares statements of work for OIG contracted audits including specifying audit requirements. Serves on proposal evaluation panels. Coordinates with the audit firm or agency on the performance of the audit and recommends priorities to ensure timely completion. Reviews completed audits and recommends assignment of any needed resolution actions such as the recovery of funds, changes in financial management practices and revisions to future rates.

Serves as Contracting Officer's Representative or Contracting Officer's Technical Representatives for OIG contracts for audit services. Facilitates auditing to comply with new or revised legislation in an environment of conflicting goals and private sector and public interests.

Analyzes audit findings, requests additional information, consolidates reports, and develops summary reports of audit findings and/or special reports for the IG and senior management officials. Discusses findings with the responsible firm to develop a constructive, concise final report. Ensures the fulfillment of contract requirements and deliverables.

SCREEN OUT ELEMENT(S):

Ability to supervise and perform managerial functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of professional auditing principles, practices and techniques.

Ability to apply analytical methods and techniques to identify and resolve financial and/or auditing issues.

Ability to provide technical assistance and consultation on financial and/or auditing matters.

Ability to gather, compile, and analyze financial and/or auditing information.

Ability to communicate in writing.

Ability to communicate effectively other than in writing.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester/36 quarter hours in accounting. The 24 semester/36 quarter hours may include up to 6 semester/9 quarter hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. Combination of education and experience--at least four (4) years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include ONE of the following:

--Twenty-four semester/36 quarter hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 semester/9 quarter hours of business law;

--A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

--Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester/22 quarter hours, but that does not fully satisfy the 24-semester-hour/36-quarter-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the four-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester/36 quarter hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

ADDITIONAL EXPERIENCE REQUIREMENTS

In addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience equivalent to at least GS-14.

Specialized experience is experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

OTHER SIGNIFICANT FACTS:

Applications submitted by any form of mail delivery will not be accepted.

Applicants must submit a complete application package that is received by the closing date of this announcement.

The Office of the Architect of the Capitol is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, religion, sex, color, age, national origin, or disability.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

BENEFITS: A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation; training and development opportunities, etc.

The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.

Applicants must be U.S. citizens or must be authorized to work in the United States.

Supervisory trial period required.

Contact Information:
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