



Position Announcement #113004 – Team Leader, Office of Inspector General

The Corporation for Public Broadcasting is a private, nonprofit corporation created to ensure universal access to non commercial high quality programming and telecommunications services. We invest in programs and services that are educational, innovative, locally relevant, and reflect America’s common values and cultural diversity. We feel that our fundamental purpose is to encourage the development of programming that involves creative risks and that addresses the needs of unserved and underserved audiences, particularly children and minorities.

CPB is currently seeking to hire a **Team Leader, (Level 7), salary \$60,200 - \$82,700/year**, reporting to the Deputy Inspector General.

General Description:

The Team Leader is responsible for planning, and conducting individual audits, inspections (evaluations), investigative, and management assistance assignments related to CPB programs and operations. The Team Leader is responsible for completing the assignments within planned time frames with modification, as justified. The Team Leader carries out their responsibilities under the general supervision of the Senior Team Leader or the Deputy Inspector General.

Specific Responsibilities:

- The Team Leader plans individual project assignments by developing specific methodologies and audit steps to achieve objectives; assigns tasks to staff members and reviews work for compliance with GAO *Government Auditing Standards*; ensures work is completed, documented, and summarized; and prepares draft and final reports.
- Ensures assignments are appropriately planned to achieve audit objectives, gain an understanding of internal controls, test effectiveness of internal controls, assess risk, and design tests to detect fraud and illegal acts, as warranted. Generally, audits and evaluations focus on: (1) evaluating compliance with laws, regulations, grants, contracts, and generally accepted accounting principles (GAAP); and (2) identifying and making recommendations to improve the efficiency, economy, and effectiveness of CPB activities, operations, and functions.
- Oversees progress of multiple assignments to ensure they are planned and conducted in an efficient and effective manner in accordance with the *Government Auditing Standards* and the OIG Manual. Reasonably estimates resource requirements and milestones for assigned audits and reviews.
- Provides effective team leadership by encouraging staff involvement and development of staff members’ skills and abilities. Assigns work to staff members in a fair manner. Effectively monitors staff performance on assignments to ensure quality work is performed (tasks are completed and documented in accordance with standards). Provides fair and constructive assessment of team members’ performance and provides timely feedback, as needed, to address staff members’ developmental needs.

- Reviews policies and procedures; interviews auditee officials; gathers and analyzes data to achieve audit objectives; documents work performed in the working papers; verifies recorded and reported information; develops conclusions on objectives; and prepares working paper summaries on tests performed to answer audit objectives.
- Ensures indicators of potential fraud, waste, and abuse are fully developed and appropriately coordinated with the Assistant Inspector General for Investigations.
- Responsible for preparing draft and final audit reports. Report findings are fully developed with appropriate recommendations, written clearly, adequately supported, and comply with reporting requirements.
- Reviews the adequacy of management's responses and corrective actions taken on audit and investigation recommendations. Maintains sufficient and appropriate communications with auditees to persuade them to adopt necessary corrective actions and resolve report issues in a timely manner. Appropriately presents OIG and auditee views and attempts to resolve disagreements.

Other Duties:

- Performs other duties as assigned (e.g., special projects and research efforts to provide financial and operational advice for OIG management, to improve auditing techniques, develop OIG policies and procedures, or other matters).
- May represent the Office of the Inspector General at meetings and conferences.

Required Qualifications:

- Bachelor's degree with major in accounting, auditing, finance, economics, business, or public administration. Other degrees can be considered with appropriate auditing or accounting experience. (Five years of progressive experience working as an auditor in public accounting, internal auditing, or government auditing can be substituted for a bachelor's degree.)
- Five (5) years experience in public accounting, internal auditing at a non-profit, university, or governmental organizations, or grant/contract auditing. At least three years of experience must have been performed at better than a satisfactory level as a Senior Auditor/Evaluator or Senior Auditor/Investigator.
- Knowledge of generally accepted accounting practices, accounting systems, and financial reporting practices in non-profit, university, or governmental organizations.
- Knowledge and experience in conducting *Government Auditing Standard (GAS)* financial and performance audits, as well as, attestation examinations and reviews. Knowledge and experience in conducting CIGIE *Quality Standards for Inspections* and *Quality Standards for Investigations*.
- Experience in planning, conducting, and overseeing large and complex financial and compliance audits of grants/contracts; performance audits; attestation examinations or reviews; and inspections (evaluations).
- Ability to plan and execute major audits, inspections, or portions of investigations, which pull together data from many sources and aggregate results to support conclusions and recommendations. Demonstrated problem solving abilities to execute and complete projects within timeframes, resource constraints, and in accordance with professional standards.
- Proficiency with personal computers using word processing, spreadsheet, and database software (MS Office).

- Excellent oral and written communication skills, with demonstrated abilities to write reports in accordance with professional standards.
- Ability to supervise and lead audit team members in completing projects on time and in accordance with professional standards, while creating an effective work environment.
- Ability to work independently, exercise good judgment, and form sound audit conclusions/recommendations, including fully developing all elements of an audit finding in accordance with GAS.
- Demonstrated ability to work cooperatively and effectively with auditee executives, managers, and staff members.
- Ability to travel up to 40% of the time.

Desired Qualifications:

- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM) and/or Certified Fraud Examiner (CFE), or other professional designation related to auditing and investigations.
- MBA, MPA, Public Policy, or other advanced degree.
- Experience in auditing grants/contracts (e.g., financial-related and compliance; fixed-price; and time and material grants/contracts); attestation examinations and reviews; and inspections (evaluations).
- Experience in auditing the public broadcasting industry at a university, governmental organization, or non-profit entity.
- Forensic accounting or fraud investigation experience.
- Experience in commercial or public broadcasting.

Other Important Information:

The selectee must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters. A determination of suitability for the position will be based on the results of a background verification of previous employment, education, criminal record, and credit information.

For more information about CPB, our programs, and our mission, please visit our website at www.cpb.org. Please submit your cover letter, resume, and salary history with the position announcement number #113004 to:

CPB Human Resources
jobs@cpb.org
202-879-9768 (fax)
Corporation for Public Broadcasting
401 Ninth Street, NW
Washington, DC 20004

The Corporation for Public Broadcasting is committed to the principles of diversity and equal employment opportunity. It is the policy of the Corporation for Public Broadcasting to hire and promote employees without regard to race, color, religion, national origin, sex, age, pregnancy, marital status, personal appearance, sexual orientation, family responsibilities, matriculation as a student, political affiliation, physical or mental handicap or disability, or other protected basis under applicable federal and District of Columbia law.