

## **SR. AUDITOR**

1. Conduct performance/financial related audits of NSA/CSS programs, activities, organizations, functions, funds, and nonprofit organizations;
2. Perform selected audits of logistics activities, acquisition programs, procurements, and contracting practices and processes;
3. Perform selected audits of information technology issues to include an evaluation of general and application controls, information systems, information technology management, telecommunications, and information systems security;
4. Lead or serve on an audit team that conducts all phases of audits including the planning, execution, reporting, and resolution of issues identified in draft and final reports, in accordance with established standards and milestones;
5. Conduct all audits in compliance with audit methodology and reporting procedures, in accordance with generally accepted government auditing standards;
6. Present facts, conclusions, and recommendations accurately in all reports, in the prescribed written format;
7. Conduct research and develop proposals and milestones for new audits;
8. Present briefings on findings, conclusions, and audit recommendations to the NSA/CSS Office of the Inspector General and other senior officials; and
9. Perform a variety of duties related to the evaluation of procedures, management controls, policies and practices, and operations of sensitive NSA/CSS organizations, activities, programs, and functions.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

1. One or more years of experience in performing audits, management reviews, or analytic studies of programs and operations to accomplish planned objectives. Experience with the phases of the auditing cycle (planning, execution, and reporting) is preferred. However, experience with management reviews and studies are also acceptable. Experience must be at a level comparable to at least the GG/GS-12 grade level. Knowledge, skills, and abilities required include:
  - \_ Planning and organization of audits, management reviews, and analytic studies;
  - \_ Experience performing audits, management reviews, or analytic studies in accordance with applicable standards;

- Communicating status and results of audits, management reviews, or studies to stakeholders, customers and managers, to include written reports, debriefs, etc.; and
  - Working with a team of auditors, management analysts, functional specialists, investigators, and/or inspectors, to include teamwork in planning and conducting the audit, review, or analysis and coordinating findings, communicating results, writing reports, etc.
2. Exceptional oral and written communications skills.
  3. A high standard of conduct in both official and personal matters.