

General Position Information

Job Title: 17861- Auditor

Salary Range: \$108,887 - \$160,300

Vacancy Open Period: 4/19/2016 to 5/17/2016

Position Type: Permanent

Who May Apply: Internal and External Candidates

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information

This is an opportunity for a GS-14 to GS-15 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee, assignment will be made to the position at the employee's current GS grade and salary.

The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.

Key Requirements for External Candidates

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation

- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

Component or Office Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities

- Oversee, lead, plan, and conduct comprehensive program, financial, contract, acquisition, and information technology-related engagements, including audits, reviews, and other projects, of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse and ensure compliance with internal controls and applicable standards.
- Oversee, lead, plan, and conduct ODNI and IC-wide financial and compliance (system and operational) audits in accordance with Generally Accepted Government Audit Standards (GAGAS). Some of these projects will be multi-agency, collaborative efforts.
- Oversee/participate in the team obtaining sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide reasonable basis for an opinion regarding the activity or organization under examination.
- Lead/participate in the planning, development, and presentation of written reports and oral briefings for senior leaders regarding significant findings that cover the conditions discovered, their cause and effect, status, and recommendations resulting from complex audits.
- Lead, plan, and conduct initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to remedy issues identified in audits in order to promote compliance, efficiency, effectiveness, and accountability in the administration of programs and operations.
- Assess the progress of corrective measures taken by senior ODNI and IC leadership regarding implementation of recommendations.

Knowledge, Skills and Abilities (KSAs)

Required

- Expert knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Expert knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.
- Superior interpersonal skills including the ability to interview, negotiate, and brief senior officials; superior ability to lead multi-agency audit teams in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.
- Superior analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop expert recommendations based on qualitative and quantitative data, and arrive at a clear, logical, concise conclusion.
- Superior ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.
- Superior academic/professional knowledge of federal budget and finance laws, regulations, concepts, methods and standards. Superior knowledge of and familiarity with principles, concepts, and practices of accounting and Federal Acquisition Regulations, reform initiatives and policy and procedures.
- **Experience** Specialized experience at the GS15 proficiency level includes: managing teams of (on occasion multi-agency) auditors in the performance of comprehensive financial or performance audits, reviewing and approving audit reports for technical competency and compliance with audit standards, providing expert leadership on audit policy development and interpretation, providing expert technical guidance on planning and performing complex financial and multi-agency performance audits, performing quality assurance reviews to ensure audit staff compliance with audit policy and procedures.

Desired

- **Education:** Must have a Bachelor's 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 hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

- At least 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 hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 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 hours, but that does not fully satisfy the 24-semester-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 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.
- NOTE: You must submit a copy of your transcripts or certification for verification.

How You Will Be Evaluated

Applicants are encouraged to carefully review the position description and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

Benefits

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

JOB INTERVIEW TRAVEL: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

How to Apply

A complete application must include the following:

- a. **RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **KSAs** - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.
- c. **COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- d. **PERFORMANCE EVALUATIONS** - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- e. **SF-50** - External applicants who are Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status and current position, title, grade, and organization of record.
- f. **VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mitcjoy@dni.ic.gov (*Joy G. Mitchell*) and joswicd@dni.ic.gov (*Daniel C. Joswick*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov