



## **General Position Information:**

**Job Title:** 28406 – Auditor – GS-13

**Salary Range:** \$77,490 - \$119,794

**Vacancy Open Period:** 3/10/2016 – 4/7/2016

**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 current ODNI cadre officer to fill a GS-13 permanent position in the ODNI.

### **Who May Apply:**

- Internal and External Candidates

*Current GS employees at the same grade or one grade lower than the advertised position grade may apply. A candidate external to the Federal Government must be a U.S. Citizen and be able to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance.*

The ODNI uses a rank-in-person system in which rank is attached to the individual. Assignment of a current federal employee will be made to the position at the employee's current GS grade and salary. For non-federal government candidates, salary will be within the salary range listed above, based on education and experience. Promotion for all GS cadre employees will be considered at an annual Career Advisory Board.

## **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:**

- Conduct comprehensive program, financial, contract, acquisition, and information technology-related audits and reviews 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 Generally Accepted Government Auditing Standards (GAGAS).
- Conduct ODNI and IC-wide financial and operational audits; utilize the established design, sequencing, and management of interviews, as well as the data to be reviewed; utilize the established collection and analysis of all relevant data using statistical and analytical methods, and the use of audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.
- Present written reports and oral briefings for senior leaders regarding significant findings that cover the conditions discovered, their cause and effect, status, and recommendations of complex audits.
- Conduct multiple audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.
- Identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to issues identified in audits in order to promote financial compliance, efficiency, and effectiveness in the administration of programs and operations.
- Develop drafts of ODNI policies for supervisory review that are designed to detect and prevent waste, fraud, and abuse and address systemic issues identified in audits that detract from program or operational effectiveness.
- Inform leadership of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Apply generally accepted principles and conducts audit within generally accepted Government standards in accordance with the agency's financial management policies.
- Obtain sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide reasonable basis for an opinion regarding the activity or organization under examination.
- Utilize statistical and/or judgmental sampling to examine and test financial records and management controls to determine the degree of efficiency, economy, and effectiveness with which an organization discharges their financial duties; in-depth examinations of existing internal controls, and accounting operations to identify and determine ineffective, inefficient or best practices.
- Monitor the progress of corrective measures taken by senior ODNI and IC leadership, and provide advice and innovative solutions to senior officials regarding implementation of recommendations.
- Support the development and presentation of briefings that keep the DNI fully informed of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.



## **Mandatory Requirements**

### Required

- Thorough 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.
- Thorough knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Interpersonal skills including the ability to interview, negotiate, and brief senior officials; ability to collaborate with an audit team in the development of audit plans, conduct audit projects, and write reports to substantiate findings.
- Writing skills including the ability to independently develop extensive audit reports and correspondence.
- Analytical and critical thinking skills, including the ability to identify needs, requirements, and develop extensive recommendations based on qualitative and quantitative data.
- 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.
- Thorough academic/professional knowledge of federal budget and finance laws, regulations, concepts, methods and standards. Thorough knowledge of and familiarity with principles, concepts, and practices of accounting and Federal Acquisition Regulations, reform initiatives and policy and procedures.
- Ability to conduct independent analysis, filter and synthesize data, and arrive at a clear, logical and concise conclusion.
- Ability to evaluate and assess program performance.

## **Desired Requirements**

### *Experience:*

- 24 hours of Accounting or auditing experience.
- **Education** Bachelor's degree in Accounting ; or a degree in related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours of accounting; or equivalent relevant work experience.
- **Certifications/Licenses** Certified Information Systems Auditor; CGFM, CDFM, CFE or equivalent certification.



## **How You Will Be Evaluated:**

Applicants are encouraged to review carefully the vacancy announcement and Major Duties and Responsibilities (MDRs) and construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. *The cover letter may include examples that detail the level and complexity of the work performed.* The best qualified applicants will be further evaluated through an interview process.

## **How To Apply:**

### *Internal ODNI Candidates:*

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- b. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

**WHERE TO SUBMIT:** 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](mailto:mitcjoy@dni.ic.gov) (Joy G. Mitchell) and [joswicd@dni.ic.gov](mailto: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.

### *External Candidates:*

A complete application must include the following:

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- b. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CLEARANCE:** Must have a current TS//SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or security clearances for detailees.



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- e. **COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to [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](mailto:mitcjoy@dni.ic.gov) (Joy G. Mitchell) and [joswica@dni.ic.gov](mailto:joswica@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. APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE.**

Your application MUST be received by midnight on the closing date of this 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](mailto:Recruitment_TeamB@dni.gov)

## **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 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.**



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