

**General Position Information:**

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

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

**Vacancy Open Period:** 05/15/2017-05/30/2017

**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 to include

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

*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.

**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:**

- 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 applicable standards.
- Conduct ODNI and IC-wide financial and compliance (system and operational) audits in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Obtain sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide reasonable basis for an opinion regarding the activity or organization under examination.
- Support the development and presentation of briefings that 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 and IC programs.
- Present 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.
- 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.
- Monitor the progress of corrective measures taken by senior ODNI and IC leadership regarding implementation of recommendations.



## **Mandatory Requirements**

### ***Required:***

- Thorough knowledge of the theory, concepts, practices, and techniques of auditing, to include GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- 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.
- 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.
- Analytical and critical thinking skills, including the ability to identify needs, requirements, and develop extensive recommendations based on qualitative and quantitative data, and arrive at a clear, logical and concise conclusion.
- 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.

### **Experience:**

- GS12 proficiency level) includes: Analyzing complex problems affecting compliance with laws or regulations related to accounting; assisting in the development of compliance or audit work plans, and preparing audit reports. Also included is knowledge of and ability to apply a variety of laws, policies and regulations and the demonstrated ability to effectively communicate issues.
- GS13 proficiency level) includes: Planning and performing financial, program, and/or compliance audits and assisting others(leading others); conducting internal audits; developing work plans; defining audit objectives and requirements; reviewing and analyzing data, identifying deficiencies, writing reports, and making recommendations and/or recommending best practices to improve program operations.



## ***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. NOTE: You must submit a copy of your transcripts to verify education.

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.

- Desired qualifications include Certified Public Accountant; Certified Internal Auditor; Certified Information Systems Auditor; Certified Government Financial Manager, Certified Fraud Examiner; or equivalent certification.

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



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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.

## 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](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 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**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

## **How To Apply:**

### *Internal ODNI Candidates:*

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- b. **REQUIRED POSITION QUALIFICATIONS** - Applicants must provide a detailed supplemental narrative statement addressing the six REQUIRED POSITION QUALIFICATIONS 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. **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.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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 either DNI-MSD-HR-RRTeam\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both hoylegr@dni.ic.gov (*Greta H.*) and joswicd@dni.ic.gov (*Daniel J.*) 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.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## **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 be contacted **ONLY** 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)