



## Position Announcement #117003 – Auditor

*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 an **Auditor (Level 5)**. **Salary \$56,100 - \$71,400**. This position reports directly to the Deputy Inspector General.

### General Description:

The Auditor is responsible for assisting in the planning and conducting of audit/review field work as a part of an audit, inspection (evaluation), or investigation of CPB programs, operations, or activities financed in whole or in part by CPB resources. The auditor can also prepare applicable portions of findings or reports resulting from his/her work and assists in other activities of the project and the office.

### Specific Duties:

- Gathers data on assigned tasks that is complete, accurate, and relevant to the audit/review objectives. Conducts work in accordance with audit/review procedures, requiring only routine direction from the responsible Team Leader or Senior Auditor. Obtains an understanding of the sources of data and collects sufficient and appropriate evidence (relevant, valid, and reliable) to support procedures performed, findings, and conclusions. Corroborates evidence, as necessary, to verify facts and conclude on objectives.
- Analyzes data for compliance with appropriate criteria per the audit/review procedures. Identifies trends, irregularities, inconsistencies, or other problems (e.g., alert to fraud indicators) based on procedures applied. Ensures work is accurate and complete by checking work performed (e.g., footing and cross-footing calculations). Obtains necessary documentation to support audit/review findings. Formulates sound and logical conclusions based on work performed. Continually evaluates procedures to ensure objectives are achieved, including development of underlying causes to fully develop audit findings.
- Prepares working papers that identify sources of data, analyses performed, criteria applied, and conclusions drawn on work performed. Findings are fully documented in the audit working papers. Prepares working paper summaries to conclude on each audit objective. Working paper are logically organized, numbered, and cross-indexed to facilitate supervisory review. All work is appropriately documented in accordance with Government Accountability Office (GAO) *Government Auditing Standards*, Council of the Inspectors General on Integrity and Efficiency (CIGIE) *Quality Standards for Inspection and Evaluation*, or CIGIE *Quality Standards for Investigations*.
- Ensures writing is clear and grammatically correct. Interview write-ups accurately present information collected and reflect both positive and negative information obtained that are relevant, valid, and reliable. Prepares summaries that are succinct and logically organized to conclude on objectives.

- Independently manages own time to complete assigned tasks by established due dates, in accordance with audit/review procedures and professional standards, and presents complete staff work to supervisor for review.
- Effectively communicates orally to ensure understanding of work assignments, participate in team discussions, interview auditee personnel, and brief OIG management and auditee officials on results of work. Ensures potential fraud indicators are discussed with project supervisors. Speaks clearly to convey complex issues to facilitate understanding of findings, criteria used, and recommendations. Applies effective listening techniques to build rapport and ensure understanding of auditee perspectives. Asks clarifying questions to ensure understanding of respective positions, particularly over areas of disagreement. Shares information with team members and raises potential problems (audit findings, audit methodologies, or procedures) to responsible Senior Auditor, Team Leader, or Deputy Inspector General.
- Works effectively in a team environment and builds constructive working relationships with team members and OIG staff. Gains the confidence of others by being professional in demeanor and in conducting audit assignments (applying professional standards and OIG policies). Deals with others in a respectful, open, and candid manner. Keeps auditees and OIG management informed on audit progress, audit findings, and any barriers encountered in completing assignments within timeframes. Proposes solutions and works with immediate supervisor to overcome barriers.

#### **Required Qualifications:**

- Bachelor's degree with a major in accounting, finance, economics, business, or public administration. Other degrees will be considered with appropriate work experience in auditing, accounting, or management analysis.
- At least one (1) year experience working as junior auditor with a satisfactory level or demonstrated performance to conduct work at the auditor level.
- Understanding of generally accepted accounting practices, accounting systems, and financial reporting requirements.
- Experience with personal computers using word processing, spreadsheet, and data base software (e.g., MS Office).
- Good oral and written communication skills.
- Ability to work as part of a team.
- Exercises sound judgment in formulating conclusions on work assigned.
- Ability to travel up to 25% of time.

#### **Desired Qualifications:**

- Professional certification: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) or post graduate work towards obtaining an advanced degree or CPA, CIA, or CFE certification.
- Understanding of GAO's *Government Auditing Standards* for financial-related, performance, and attestations examinations and reviews. Knowledge of CIGIE *Quality Standards for Inspection and Evaluation* and *Quality Standards for Investigations*.

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***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.***