**Detail Opportunity with the U.S. Election Assistance Commission, Office of Inspector General**

The Office of Inspector General (OIG) is an independent division of the U.S. Election Assistance Commission (EAC). The mission of the OIG is to enhance the economy, efficiency, and effectiveness of EAC’s operations. We do that primarily through conducting audits, reviews, and assessments of EAC operations. Specifically, the annual Financial Statement Audit, Federal Information Security Modernization Act (FISMA) Compliance Audit, and state audits of the administration of grants received under the Help America Vote Act. For FY 2021, audits are in progress for Arizona, California, Delaware, Indiana, Georgia, Ohio, Pennsylvania, and Washington. These audits cover 2018 and 2020 Election Security Grants, Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, and EAC reissued grants for funding distributed prior to FY 2011.

**Detail Description**

EAC OIG is looking for a highly motivated Office of Inspector General (OIG) employee (GS-13 or GS-14) to serve on a 120-day non-reimbursable detail. The incumbent of this detail will serve as an Audit Senior Advisor to the Inspector General. Interested candidates should possess strong analytical skills and have experience overseeing contracts for FISMA and/or financial and grant audits. COR Level 2 certification is highly preferred, but not required. The detailee will have the opportunity to expand their leadership competencies, broaden organizational experiences, and foster new skills that can be taken back to their home agency.

The Senior Advisor performs the following activities:

* Manages the updating, formulation, and publication of audit policies and procedures;
* participates in all functions of the award management cycle for contracted FISMA, financial, and other audit services;
* monitors the progress of contracted audit services and offers solutions to identified issues;
* works closely with the Inspector General to develop and populate templates into the new electronic work paper system (AINS eCase);
* participates in the recruitment and hiring process for an Audit Director;
* advises the Inspector General on potential areas for operational improvements;
* advises and works with the Inspector General to identify organizational risks as it relates to overseeing contracted audit work.

If you are interested in applying for this detail, please seek the approval of your OIG management in advance of applying and submit an introductory email explaining your interest in the position and resume to Brianna Schletz at [bschletz@eac.gov](mailto:bschletz@eac.gov) no later than December 15, 2021. If you have any questions, please direct them to Brianna.