

**The U.S. Government Publishing Office (GPO)
Office of the Inspector General (OIG)**

MULTIPLE VACANCIES: AUDITOR, PG-0511-13

GENERAL POSITION INFORMATION:

Salary: \$106,823-138,868 (*based on Baltimore, DC, MD, VA locality*)

Position Type: Competitive Service

Close Date: Remain Open Until Filled

Who May Apply: Current Federal employees serving at or above grade level GS-13 (or equivalent) and have completed their one-year probationary period. This is a lateral transfer/re-assignment ONLY.

Duty Location: 732 North Capitol St NW, Washington, D.C.

Required Security Clearance: SECRET

Telework Eligible: Yes, as determined by office policy

Relocation Expenses: No

Travel Required: Occasional

SUMMARY: The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of, and to prevent and detect waste, fraud and abuse in GPO programs and operations. Additional information regarding GPO is available at www.gpo.gov.

MAJOR DUTIES

- Leads audits with a financial nexus to GPO programs, operations, and activities demonstrating the ability to perform all three phases (survey, fieldwork and reporting) of an audit with limited oversight.
- Develops audit surveys and plans which define audit objectives, background information, data collection, sampling plan and analysis techniques and methods in accordance with GAGAS and the GPO OIG Audit Policies and Procedures Handbook.
- Leads data collection efforts or reviewing the data collection efforts of others, referencing, or clearing referencing points.
- Selects and applies analytical methods appropriate to the situation from a number of alternatives to develop conclusions and recommendations.
- Integrates and consolidates analyses and written summaries of others to develop draft findings and complete draft products within the prescribed timeframes.
- Leads thorough fact-finding, verifies accuracy of source, and root causes for recommendations.
- Understands, uses, and adapts information technology tools and applications, the Internet, and other resources to accomplish work more efficiently.
- Plans and prioritizes assignments so that the most important or urgent tasks are completed first and pre-established deadlines are met.
- Leads meetings with OIG and GPO officials to communicate results of work.

- Maintaining compliance with applicable professional auditing and quality control standards.
- Must be able to work cooperatively in a team setting.
- Performs other projects and activities as assigned.

APPLICATION PACKAGE: All documents should be in Adobe PDF format.

- **Cover Letter:** A cover letter is not required but encouraged. Please include a brief synopsis of how you meet the major duties above.
- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer (no more than 5 pages)
- **SF-50, Notification of Personnel Action:** showing the GS-13 grade level and competitive or excepted service.
- **Performance Evaluation:** Your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable.
- **DD-214:** If you are claiming Veterans Preference, provide a copy of your DD-214 or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15:** If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your SF-15 and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later.

OTHER KEY REQUIREMENTS:

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Incumbent must annually file a Confidential Financial Disclosure statement.

WHERE TO SUBMIT: A complete application package must be sent to Nathan Deahl, Deputy Inspector General at ndeahl@gpo.gov.

Please omit/redact sensitive Personally Identifiable Information e.g. social security number.