

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES
VACANCY ANNOUNCEMENT**

Position: Assistant Director
Performance, Financial Audits & Investigations

Announcement Number: IG-15-03

Opening Date: October 7, 2015

Location: Washington, DC

Closing Date: Extended to November 6, 2015

Salary: \$130,696, - \$140,967*

*Commensurate with qualifications and experience

Area of Consideration: All Sources

FLSA Category: Exempt

Background: Established in 1993, the Office of Inspector General (OIG) continues to play a significant role in the oversight of the administrative activities of the United States House of Representatives (House). The OIG's mission is to provide value-added recommendations for improving the performance, accountability, and integrity of House financial, administrative, and technology-based operations by performing independent audit, advisory, and investigative services in a non-partisan manner. In collaboration with the Committee on House Administration, the OIG continues to do its part to contribute to a more effective and efficient House support structure by identifying and helping mitigate significant risks to the House; highlighting opportunities for improving the efficiency of House operations; and serving as a constructive critic, helpful advisor, and positive change agent.

Job Summary: Incumbent is responsible for day-to-day management and direction of assigned audits and investigations required in evaluating performance and financial activities of the U.S. House of Representatives.

Major Duties:

- Independently plans, manages and leads multiple concurrent audits and investigations related to House administrative and financial operations to evaluate the effectiveness of internal controls and House administrative processes, the economy and efficiency of operations, and to prevent and detect fraud and abuse in such systems.
- Performs work in compliance with Government Accountability Office Government Accounting Standards and the OIG Policies and Procedures Manual.
- Identifies potential audit tools and reviews the methodology for using the audit tools, analyzes the data produced and translates the data into validated audit issues.
- Manages and performs audit tasks, including developing PFI audit plans, identifying relevant data sources, coordinating access to data from client(s), performing highly complex analysis of audit documents/data, and developing audit findings.
- Assesses the risk and significance to House operations of issues identified from assigned audit audits.
- Leads and conducts briefings, entrance conferences, and exit conferences.
- Manages and produces work products to include audit work papers, briefings, reports, and PFI division standard operating procedures.
- Keeps OIG senior management, House front-line and mid-level management, and the Committee on House Administration informed of problems and findings related to House administrative and

financial operations and the necessity for corrective actions. Addresses and resolves conflict with House front-line and mid-level management.

- Briefs PFI Director on work performed, audit issues identified, and any unexpected delays or problems.
- Identifies long-term audit risks areas and works with PFI Director to incorporate into the risk-based annual audit plan. Prepares facts sheets as necessary.
- Stays apprised of current audit techniques, issues, and trends in administrative and financial operations.
- Is a subject matter expert for the PFI division in one administrative or financial area.
- Contributes to improving the PFI division and the OIG office through efforts such as: identifying and implementing new or improved processes, techniques, and tools; proposing and reviewing process changes needed to implement improvements; sharing knowledge; and providing assistance.
- Supervises and reviews contractor performance.
- Leads and participates in special projects and other tasks as assigned.

Leadership and Management

- Works with PFI Director to manage staff development; proposes personal development and training plans and assists Director in creating individual and division-wide plans for development, training and advancement.
- Provides guidance and direction to PFI division staff on their assignment(s), audit processes, and execution. Reviews work of assigned staff and provides timely feedback on their performance.
- Works with PFI Director to manage staff performance, including recognizing and rewarding staff contributions, addressing performance issues, and providing input for staff evaluations.
- Works with PFI Director to identify qualified successors and contributes to recruiting and retaining qualified staff.

Requirements and Additional Information:

1. An undergraduate degree that includes a minimum of 24 semester hours of accounting (may include up to 6 semester hours in business law). Must have either: (i) an applicable graduate degree and certification or (ii) two certifications. (Qualifying certifications include CPA, CIA, CFE, CISA, CISSP, PMP, CGAP, CGFM, MCSE, and Lean Six Sigma Black Belt.)
2. Extensive experience and knowledge of performance and financial audits and knowledge of investigative tools and techniques.
3. Must have skill in: (i) establishing and maintaining effective working relationships with House staff and (ii) effective oral and written communications.
4. **Must be eligible for and able to obtain and maintain a Secret Security Clearance.**
5. Relocation expenses **will not** be paid.
6. This is a drug testing designated position and a pre-employment drug screening will be required.

How Resumes Will Be Ranked:

Candidates whose resumes illustrate they possess knowledge and experience in the following areas and professional certifications will be given a higher priority:

- Understanding of Government Accountability Office Government Accounting Standards and related nature and applicability of prior work experiences
- Auditing and Internal Controls experience
- Supervisory experience
- Maintained effective working relationships with high ranking officials

Benefits of Working at the House of Representatives:

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, etc.) to which other federal employees are entitled.
2. Leave accumulation - Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
 - Less than 3 years of service/experience = 12 days annual leave per year
 - Between 3 years and 6 years of service/experience = 18 days annual leave per year
 - 6 or more years of service/experience = 24 days annual leave per year
3. Federal Retirement - The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).
4. Student Loan Repayment Program - Employees can be reimbursed for up to \$10,000 per year (with a maximum of \$60,000 in total) for federally backed student loans.
5. Gym Membership - House employees are eligible for discounted memberships to "Gold's Gym" and to the House Fitness Center.
6. On-site Day Care facility.
7. Flexible work schedule.
8. Eligibility for either free, on-site parking or an amount up to the DOT monthly limit in mass transit benefits.

Work Environment and Physical Demands:

The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Applicant Instructions:

Submit a resume that clearly presents the requirements of the position to OIGResumes@mail.house.gov. Please reference "IG-15-03 Assistant Director, PFI" in the subject line of your email.

Do not submit transcripts, degrees, or certifications. If verification documentation is needed, it will be requested.

If you previously applied for IG-15-01 Assistant Director, PFI (USAJobs Control Number 405733100), please do not reapply.

*Hiring for this position is governed by the **Veterans Employment Opportunities Act** (VEOA Applicants seeking veterans' preference consideration should send a separate email to susan.kozubski@mail.house.gov to indicate their status. For additional information on VEOA please call Susan Kozubski at (202) 225-1133.*

Points of Contact: Susan Kozubski, (202) 225-1133 or Susan Simpson, (202) 226-1250.

Do NOT mail or fax resumes. Email is the preferred method of submitting resumes. When your resume is received, the system will generate an automated response acknowledging receipt of your resume.

*The Office of Inspector General is an **Equal Opportunity Employer**, and as such is committed to building and maintaining an inclusive and diverse work environment.*