

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

**Position:** Director, Performance and Financial Audits  
and Investigations

**Announcement Number:** IG-18-01  
**Location:** Washington, DC

**Opening Date:** February 21, 2018

**Closing Date:** March 25, 2018

**Salary:** \$157,619 - \$168,411\*

\*Commensurate with qualifications and experience

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Job Summary:** Incumbent is responsible for management and direction of all performance and financial audits as well as any approved investigations conducted by the Office of Inspector General at the U.S. House of Representatives.

**Major Duties:**

- Independently plans and directs, all aspects of the Performance/Financial Audit (PFI) Division
- Performs work and ensures that the PFI division performs their work consistent with government auditing standards and the OIG Policies and Procedures Manual.
- Leads, 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, identifying audit issues and assessing the risk and significance to House operations.
- Assesses the risk and significance to House operations of issues identified from assigned audits.
- Oversees and produces work products to include audit work papers, briefings, reports and PFI division standard operating procedures, testimony, evaluations, and other OIG administrative documents.
- Manages approved inquiries and investigations in coordination with OIG senior management.
- Keeps OIG senior management informed of problems and findings related to House administrative and financial operations and the necessity for corrective actions.
- Addresses and resolves conflicts with House senior management.
- Facilitates the development of the PFI division's risk-based annual audit plan.
- Stays apprised of current audit techniques, issues, and trends in administrative and financial operations.
- Acts as the subject matter expert for the PFI division in multiple administrative or financial audit areas.
- 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 process changes needed to implement improvements; facilitating the sharing of knowledge; and providing assistance.
- Oversees management of contractors' performance and budget.
- Leads and manages special projects and other tasks as assigned.

Leadership and Management

- Manages PFI Division staff and financial resources across assignments to meet the OIG's and PFI division's objectives. Provides clear guidance and direction to staff on their assignments, audit processes, execution and development.

- Manages PFI Division staff performance: recognizes and rewards staff contributions, addresses performance issues, and prepares staff evaluations.
- Manages PFI Division staff development: approves personal development and training plans.
- Identifies qualified successors and guides the recruitment of new staff.

### **Requirements and Additional Information:**

- An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) is required. 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).
- Extensive experience and knowledge of performance and financial audits including exposure to investigative tools and techniques.
- Must demonstrate skill in: (i) establishing and maintaining effective working relationships and effective oral and written communications.
- Demonstrated experience managing senior auditors and managing projects through the entire audit lifecycle.
- Must be eligible for and able to maintain a Secret Security Clearance.
- Relocation expenses **will not** be paid.
- 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 considered:

- Extensive experience performing audits and managing audit teams
- Understanding of government auditing standards.
- Excellent communication skills, both written and verbal
- Supervisory experience
- Maintaining 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 for mass transit benefits.

**Work Environment and Physical Demands:**

The work is usually performed in an office environment. Overnight travel is rare. 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 the following to the email address below:

- 1) A resume that clearly presents the requirements of the position.
- 2) **Do not send** transcripts, copies of degrees or certifications
- 3) **\*Do not send** Veteran’s preference documents

***\*Veterans, please read instructions below about applying for Veteran’s Preference.***

**EMAIL:** [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov). Please reference “IG-18-01 Director, PFI” in the subject line of your email.

**Point of Contact:** Susan Kozubski, (202) 225-1133 or Debbie Hunter, (202) 226-1250.

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

**FOR VETERAN’S PREFERENCE APPLICANTS ONLY:**

*Hiring for this position is governed by the **Veterans Employment Opportunities Act (VEOA)** as implemented in the U.S. House of Representatives. Applicants seeking veterans’ preference consideration should indicate their status **in a separate email** sent to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov). For additional information on VEOA please call Susan Kozubski at (202) 225-1133.*

*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.*