

OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES
VACANCY ANNOUNCEMENT
IG-20-01 PFI

Number: IG-20-01 PFI
Location: Washington, D.C.

Position: Assistant Director, Performance and Financial Audits and Investigations

Opening Date: February 25, 2020

Closing Date: March 24, 2020

Salary: \$148,043 - \$159,349*

*Commensurate with qualifications and experience

Area of Consideration: All Sources

FLSA Category: Exempt

Security Clearance: Secret (min. required)

Job Summary: 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 (House). All work is performed in compliance with the Office of Inspector General Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity, Excellence, and Innovation*.

Major Duties:

- Independently and concurrently plan, manage, and lead multiple audits and investigations related to House administrative and financial operations to evaluate the effectiveness of internal controls and House administrative processes, to evaluate the economy and efficiency of operations, and to prevent and detect fraud, waste, and abuse.
- Identify potential audit tools and review the methodology for using the audit tools, analyze the data produced, and translate the data into validated audit issues.
- Manage and perform audits, including developing audit plans, identifying relevant data sources, coordinating access to data, performing highly complex analysis of audit documents/data, and developing audit findings.
- Assess the risk and significance to House operations of issues identified from assigned audits.
- Lead and conduct briefings, entrance conferences, meetings, and exit conferences.
- Manage and produce work products to include audit work papers, briefings, reports, and Performance, Financial Audits & Investigations (PFI) Division standard operating procedures.

- Communicate issues to OIG senior management and the appropriate level of stakeholders throughout the audit, along with the need for corrective actions. Address and resolve conflict with the appropriate level of management.
- Brief PFI Director on work performed, audit issues identified, and any unexpected delays or problems.
- Identify long-term audit risks areas and work with PFI Director to incorporate into the risk-based annual audit plan. Prepare facts sheets, as necessary.
- Stay 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.
- Contribute 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, and sharing knowledge and providing assistance.

Requirements of the Position and Additional Information:

- An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) **is required**.
NOTE: Candidates meeting all other requirements except the 24 semester hours of accounting will be considered.
- Additionally, must have *either*: 1) an applicable graduate degree and one professional certification, or 2) two professional certifications. Qualifying certifications include CPA, CIA, CFE, CISA, PMP, and CGFM.
- Extensive experience and knowledge of performance and financial audits and knowledge of investigative tools and techniques. Additional experience in:
 - Coordinating and establishing deadlines;
 - Developing and recommending solutions; and
 - Providing developmental opportunities for staff, constructive feedback on performance, identifying potential performance issues, and providing guidance.
- Must be eligible for and maintain a Secret Security Clearance.
- Pre-employment Criminal History Records Check and Fingerprinting is required.
- Drug testing-designated position. Pre-employment drug screening is required.
- Relocation expenses **will not** be paid.

How Resumes Will Be Ranked:

Candidates whose resumes illustrate they meet the education and professional certification requirements, and possess knowledge and experience in the following areas will be considered:

- Extensive experience performing and leading audits
- Understanding of government auditing standards
- Excellent communication skills; both written and verbal
- 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 to which other federal employees are entitled. For instance, Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, Long-term Care Insurance, Flexible Spending Account, etc.
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 has five federal retirement plans, Civil Service Retirement System (CSRS) and CSRS-Offset, Federal Employee Retirement System (FERS), Federal Employee Retirement System-Revised Annuity Employees (FERS-RAE), or Federal Employee Retirement System-Further Revised Annuity Employees (FERS-FRAE).
4. Student Loan Repayment Program. Employees may be eligible for reimbursement of 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 membership to the House Staff Fitness Center.
6. On-site daycare 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) **Resume** that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.
- 2) **Do not send** transcripts, copies of degrees or certifications, references, etc.
- 3) ***Do not send** Veteran's preference documents.

****Veterans, please read instructions below, “FOR VETERAN’S PREFERENCE APPLICANTS ONLY”, about requesting Veteran’s Preference.***

Email: OIGResumes@mail.house.gov. Reference our vacancy number, "IG-20-01 PFI", in the subject line of your email.

FOR VETERAN'S PREFERENCE APPLICANTS ONLY: Hiring for this position is governed by the **Veterans Employment Opportunities Act (VEOA)**. Applicants seeking veteran’s preference consideration should indicate their status **in a separate email sent directly to susan.kozubski@mail.house.gov**. For additional information on VEOA please call Susan Kozubski at (202) 225-1133.

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.

This is a Legislative Branch appointment. A current U.S. Federal employee selected for hire from another branch (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch in order to be appointed to a position in the Legislative branch.

Point of Contact: Susan Kozubski, (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.