

OFFICE OF INSPECTOR GENERAL  
U.S. HOUSE OF REPRESENTATIVES  
VACANCY ANNOUNCEMENT  
**IG-20-03 PFI**

**Number:** IG-20-03 PFI  
**Location:** Washington, D.C.

**POSITION:** Senior Auditor, Performance and Financial Audits and Investigations

**OPENING DATE:** May 1, 2020

**CLOSING DATE:** May 31, 2020

**SALARY:** \$117,173 - \$142,949\*

\*Commensurate with qualifications and experience

**GRADE:** HS-11 (House Pay Schedule)

**Type of Appointment:** Full-time, Permanent, Excepted Service

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Security Clearance:** Secret (min. required)

**Job Summary:** Responsible for the day-to-day accomplishment of assigned audit and investigative tasks 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 (OIG) 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 plan and perform audit and investigative objectives 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, waste, and abuse.
- Independently use tools such as ACL, Visio, Excel and investigative tools; analyze the data produced and translate that data into validated audit issues.
- Independently perform assigned audit tasks, including collecting and analyzing relevant audit documents/data, and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House operations of issues identified from assigned audit objectives.
- Conduct meetings, interviews, and briefings.
- Produce work products to include audit work papers and briefing documents.

- Brief team lead and supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Stay apprised of current audit techniques, issues, and trends in administrative and financial operations. Is a subject matter expert for the Performance, Financial Audits & Investigations (PFI) Division in at least one administrative or financial area.
- Identify potential audit topics for the PFI Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the PFI Division and the OIG office through efforts such as identifying and implementing new or improved processes, techniques, and tools as well as 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, or 2) one professional certification. Qualifying certifications include CPA, CIA, CFE, PMP, and CGFM.
- Extensive experience and knowledge of performance and financial audits and knowledge of investigative tools and techniques. Additional experience in:
  - Collaboration to facilitate achievement of goals, sharing information, and providing assistance in team efforts
  - Coordinating and establishing deadlines; and
  - Developing and recommending solutions
- 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 performance and financial 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:**

- 1) ALL applicants must submit a resume that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.
- 2) Submit your resume to [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov) ONLY. Reference our vacancy number, "IG-20-03 PFI", in the Subject Line of your email.
- 3) Do NOT send transcripts, copies of degrees or certifications, references, etc.
- 4) \*Do NOT send Veteran's preference documents to OIGResumes.

**\*FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are also seeking veteran's preference consideration should **send a separate email** directly to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov) **to request the form and instructions** to apply for veteran's preference at the U.S. House of Representatives. Completed veteran's preference form and supporting documentation must be received on or before the closing date of the vacancy announcement. For additional information on VEOA in the U.S. House of Representatives, please call Susan Kozubski at (202) 225-1133.

**What To Expect:**

When your resume is received in [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov), the email system will generate an automated response acknowledging receipt of your resume. **Do NOT** send resumes to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov).

**NOTE:** Only applicants selected for an interview will be contacted further.

**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.*