



**The U.S. Government Publishing Office
Office of the Inspector General
Opportunity for Senior Auditor**

The Government Publishing Office (GPO) Office of the Inspector General (OIG) is pleased to offer an **opportunity for a highly motivated and qualified auditor**. In this role, you will work with our Audit Division to develop high impact performance audit products that will give GPO management, Congress, and other stakeholders an objective and systematic assessment of how well the Agency is carrying out its programs and operations. GPO falls within the Legislative Branch of government.

POSITION DESCRIPTION:

This position is open to current employees in the federal Inspector General community in job series 0511 at the GS 13 or equivalent level. The incumbent provides expert level advice and guidance on developing and writing audit programs; developing and documenting audit findings in accordance with **Government Auditing Standards for Performance Audits**. The incumbent must possess strong critical thinking, technology, communication, teamwork, and leadership skills. This opportunity will remain open until filled.

GENERAL POSITION INFORMATION:

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: 25% or less - You may be expected to travel for this position.

Certifications: Certified Public Accountant (preferred).

Drug test Required: Yes

MAJOR DUTIES

- Leads performance audits of GPO programs, operations, and activities demonstrating the ability to perform all three phases (planning, fieldwork and reporting) of an audit with limited oversight.
- Develops audit plans which define audit objectives, background information, data collection, sampling plan and analysis techniques and methods in accordance with Government Auditing Standards for Performance Audits 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:

- **Resume:** your resume, or other written form you choose to describe your job-related experiences are used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer. In describing your experience, please be clear and specific. **It is your responsibility to make sure your resume states complete information for each job entry (beginning and ending dates of employment stated as MM/YYYY; and total number of hours worked per week).** If your resume does not provide enough information regarding your work history for us to make a creditable qualification determination, your application package may be rendered disqualified, and you will no longer be considered for this position.
- **SF-50, Notification of Personnel Action-** If you are a current or former federal employee, you must submit a SF-50 showing the highest grade level held in the position for which you are using to qualify. **Your SF-50(s) must also include the Position Title, Series, Step, Salary, Tenure, Position Occupied, and promotion potential** (if applicable) to verify your status, eligibility, and one-year time-in-grade requirements. **An award SF-50 is not acceptable.** If you are unable to provide your most recent SF-50, you should submit a written statement explaining why it was not obtainable. This explanation should include your Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential. Failure to submit the required SF50(s) or statement of explanation will result in an ineligible rating under merit promotion procedures.
- **Recent Performance Appraisal** -If you are a current or former federal employee, you must submit your current Fiscal Year **(FY2025)** Performance Appraisal showing you have performed at an acceptable level. If you are unable to submit your current Fiscal Year **(FY2025)** Performance Appraisal you must submit a written explanation as to why it was not obtainable. In this explanation you should include your final rating. Failure to submit your current Fiscal Year **(FY2025)** Performance Appraisal or a written statement explaining why it was not obtainable will disqualify you from further consideration. Failure to submit your current Fiscal Year **(FY2025)** Performance Appraisal or a written statement

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WHERE TO SUBMIT: Complete application package must be sent to Jim Mattox, Assistant Inspector General for Management and Policy, at jmattox@gpo.gov.

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