

**Board of Governors of the Federal Reserve System / Consumer Financial Protection Bureau
Office of Inspector General**

Quality Assurance Reviewer (Detail Without Compensation)

1 vacancy in the following location: Washington, DC

Work Schedule: Full Time

Employment Period: NTE 6 months

Series & Grade: FR-0511-26/FR-0511-27 (Equivalent to GS-0511-13/GS-0511-14)

Supervisory Status: No

Summary

This position is located in the Quality Assurance (QA) function, Office of Inspector General (OIG). The purpose of the QA position is to assist the OIG with its mission of becoming *the* trusted oversight organization of the Board of Governors of the Federal Reserve System and the Consumer Financial Protection Bureau through independent reviews of each OIG office to ensure they are operating efficiently and effectively.

This position is eligible for periodic or intermittent telework; minimal travel required.

Duties and Responsibilities

1. Independently conducts and documents QA reviews of OIG products (e.g., audit and evaluation reports, memoranda, etc.) and operations (budget, travel, procurement, etc.) to (a) determine compliance with applicable audit, attestation, inspection, evaluation, and investigative standards and requirements, as well as internal OIG policies and procedures and/or (b) identify best practices. These reviews may evaluate the economy, efficiency, and effectiveness of programs and activities; the presentation and accuracy of financial statements, budget data, and financial performance reports; the effectiveness of internal controls; the adequacy of security measures, to include those relating to management information systems/information technology; the safeguarding of assets, including sensitive information; and compliance with applicable laws, regulations, policies, and procedures.
2. Provides assistance on QA reviews as needed.
3. Prepares written and oral reports and other correspondence to convey review results to applicable officials and others deemed appropriate, which may include OIG senior leadership. Uses appropriate skills, formats, and technology to prepare reports and correspondence.
4. Assists with the periodic risk assessments of audit and evaluation products to identify products subject to QA review.
5. When applicable, assists with external peer review of other OIG's audit or evaluation organizations.

Knowledge/Skill Requirements

- Thorough knowledge of the theory, concepts, practices, and techniques of audits and evaluations, to include generally accepted government auditing standards and Council of the Inspectors General on Integrity and Efficiency standards; and the identification of conditions, causes, criteria, effect, and recommendations.
- Ability to develop new approaches for the study and evaluation of OIG products and operations.
- Knowledge and skill to evaluate compliance with applicable laws and regulations, the adequacy of internal controls, and the operational efficiency and effectiveness of operations.

- Interpersonal skills including the ability to interview, negotiate, and brief senior officials; ability to collaborate with others to conduct QA reviews and to write reports to substantiate findings.
- Analytical and critical thinking skills, including the ability to identify needs, requirements, and develop recommendations based on qualitative data, and arrive at a clear, logical and concise conclusion.
- Ability to exercise sound, independent judgment and form objective conclusions/recommendations.
- Proficient in oral and written communication skills.
- Functional knowledge of TeamMate

Experience

- Excellent interpersonal skills and ability to work well in a team environment.
- Experience planning, coordinating, and conducting audits, evaluations, and/or QA reviews (e.g., reviewing records and operating programs, evaluating the rationale for management decisions).
- Experience preparing reports on the results of audits, evaluations, and/or QA reviews in accordance with professional standards and/or policies and procedures.

Security Clearance

Secret