



Position Announcement #116017 – Senior Auditor

The Corporation for Public Broadcasting (CPB) is a private, nonprofit corporation created to ensure universal access to non-commercial high quality programming and telecommunications services. We invest in programs and services that are educational, innovative, locally relevant, and reflect America's common values and cultural diversity. We encourage the development of programming that involves creative risks and that addresses the needs of unserved and underserved audiences, particularly children and minorities.

CPB is currently seeking to hire a **Senior Auditor (Level 6)**. **Salary \$49,800 – \$85,100**. This position reports directly to the Deputy Inspector General.

General Description:

The Senior Auditor is responsible for planning, conducting, and reporting results of audit, inspection (evaluation), or investigation work for the Office of Inspector General (OIG). The Senior Auditor may be assigned to work as the auditor-in-charge (AIC) or as a team member.

Specific Responsibilities:

The Senior Auditor

- Plans and conducts assignments to achieve audit objectives. Plans and conducts complex assignments in accordance with *Government Auditing Standards (GAS)* issued by the Government Accountability Office (GAO) or the Counsel of the Inspectors General on Integrity and Efficiency (CIGIE). As an AIC, planning includes determining: (1) the scope of review; (2) the criteria; (3) audit techniques; (4) the availability and reliability of necessary information; and (5) assigning work tasks.
- Gathers and analyzes evidence to answer the assignment objectives. Obtains an understanding of the sources of data and collects sufficient and appropriate evidence to support procedures performed, findings, and conclusions. Corroborates evidence as necessary to verify facts. Formulates sound and logical conclusions. Identifies underlying causes to fully develop findings. Continually evaluates procedures to ensure objectives are achieved. Conducts work in accordance with plans, requiring only routine direction from the responsible Team Leader, Deputy Inspector General (DIG), or IG Counsel/Assistant Inspector General for Investigations (AIGI).
- Prepares working papers that identify sources of data, analyses performed, criteria applied, and conclusions. Prepares working paper summaries to conclude on each objective.
- Ensures writing is clear and grammatically correct. Fully develops draft findings and reports with the five elements of a finding and makes recommendations that address underlying causes.
- Independently manages own time to complete assigned tasks by established due dates, in accordance with project plan, and professional standards.
- Effectively communicates to: ensure understanding of work assignments; interview auditees; and brief OIG management and auditee officials on results of work.
- Works effectively in a team environment and builds constructive working relationships with team members and auditee officials. Keeps auditees and OIG management informed on audit progress.
- Ensures indicators of potential fraud, waste, and abuse are fully developed and appropriately coordinated with Team Leader, DIG, and IG Counsel/AIGI.
- Performs other duties as assigned.

Required Qualifications:

- Bachelors degree in accounting, finance, economics, business, or public administration. Other degrees will be considered with appropriate work experience in auditing or accounting.
- Four years of public accounting, government auditing, internal auditing, or grant/contract auditing experience with at least two years as an auditor. Three years of auditing experience can be substituted for the four years of auditing experience with a professional certification (Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE)) or a masters degree in a related field (masters in business, public administration or policy, or economics).
- Demonstrated knowledge of generally accepted accounting practices, accounting systems, and financial reporting.
- Knowledge and experience in using *GAS*, AICPA standards, Institute of Internal Auditors standards, or Association of Inspectors General *Principles and Standards for Offices of Inspector General* in conducting audits. Knowledge of CIGIE *Quality Standards for Inspection and Evaluation*.
- Experience with computers, including word processing, spreadsheet, and database software.
- Good oral and written communication skills and experience in drafting findings and reports.
- Ability to work both independently and in teams.
- Demonstrated sound judgment in formulating conclusions on work performed.
- Ability to travel up to 33 percent of time in special circumstances.

Desired Qualifications:

- CPA, CIA, or CFE professional certifications.
- Masters degree in business or public administration, economics, public policy, or other advanced degree with business experience or broad industry knowledge related to non-profit organizations or administering federal grants and contracts.
- Accounting or auditing experience in public broadcasting or non-profit organizations.

Other Important Information:

The selectee must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters. A determination of suitability for the position will be based on the results of a background verification of previous employment, education, criminal record and credit information.

For more information about CPB, our programs, and our mission, please visit our website at www.cpb.org. Please submit your cover letter, resume, and salary history with the position announcement number #116017 to:

CPB Human Resources
jobs@cpb.org
202-879-9768 (fax)
Corporation for Public Broadcasting
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Washington, DC 20004

The Corporation for Public Broadcasting has a commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, marital status, veteran status, national origin, or status with regard to public assistance.