

Detail Opportunity with the Office of the Executive Director

The Department of State Office of Inspector General conducts independent audits, inspections, evaluations, and investigations to promote economy and efficiency and to prevent and detect waste, fraud, abuse, and mismanagement in the programs and operations of the Department and the U.S. Agency for Global Media (USAGM).

The Office of the Executive Director (EX) is looking for a highly motivated OIG employee (GS-14 or GS-15) to serve on a 120-day detail (may be extended) with the Office of Executive Director, Division of Budget, Finance, and Travel. The incumbent of this detail will serve as a Budget Officer (Chief Financial Officer (GS-0501-15) reporting to the Deputy Assistant Inspector General for Management (AIG-M)/Deputy Executive Director (EX). If eligible, a temporary promotion will be offered.

The Associate Executive Director of Budget, Finance, and Travel Senior Advisor performs the following:

- Manage all aspects of the OIG internal planning, budgeting, and accounting functions, including the annual budget formulation process for FY23.
- Liaise with Department of State Office of Budget and Planning and Comptroller and Bureau of the Comptroller and Global Financial Services to perform a wide range of fiscal management activities.
- Ensure OIG financial systems, operations, internal controls, and reports meet the requirements of law and regulations.
- Review and interpret federal legislation, rules, standards, and regulations pertaining to accounting and financial management.
- Provide high-level oversight to the financial statement audit.
- Responds to Congressional and OMB inquiries as requested. Review, justify, and present the budgets of each OIG program office to OIG executive leadership.
- Performs supervisory duties such as assigning work, recruiting for vacancies, recommending promotions and awards, taking disciplinary action, and resolving grievances. Supervises one GS-14 Supervisory, Budget Analyst, five GS-13 Budget and Financial Analysts, and three Travel Specialists

This detail will be reimbursable.

If you are interested in applying for this detail, please seek the approval of your supervisor and AIG in advance of applying and submit an introductory email and/or cover letter and resume to Connie Yates at Connie.W.Yates@stateoig.gov no later than May 12, 2021. If you have any questions, please contact Connie directly.