

Position: Entry-Level Auditor

Opening Date: 03/21/2022

Announcement: CR 22-18

Closing Date: 04/15/2022

Company: Tennessee Valley Authority, Office of the Inspector General

Department: Evaluations

Work Location: Knoxville or Chattanooga, Tennessee

Salary Range: \$48,200-\$64,200

Named one of the "Best Places to Work" in the federal government in each of the last 6 years by the Partnership for Public Service, the TVA Office of the Inspector General is a federally-mandated oversight organization charged with preventing and detecting fraud, waste, and abuse and fostering efficient and effective operations within the Tennessee Valley Authority. TVA is the largest government-owned electric utility in the United States, providing electricity to 9 million people in 7 states.

Evaluations is part of the Audits and Evaluations organization with the Office of the Inspector General. Evaluations performs both comprehensive reviews and more limited-scope policy and program reviews to monitor compliance and assess the efficiency and effectiveness of TVA's operations. We perform reviews in accordance with Quality Standards for Inspection and Evaluation as prescribed by the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

Principal Accountabilities:

1. Performs routine reviews to assess the efficiency and effectiveness of TVA operations, monitor compliance with applicable laws and industry regulations, measure performance, and conduct inquiries into allegations of fraud, waste, abuse, and mismanagement.
2. Performs data collection and analysis of records and prepares written summaries of work performed and conclusions made.
3. Assists team leaders in conducting entrance conferences, exit conferences, and interviews. Assists in the taking of discussion notes and as directed, develops meeting write-ups and summaries that are clear, concise, and grammatically correct.
4. Assists in the preparation of clear, concise reports for reviews that are well-supported and comply with office policy on report formats.
5. Develops an understanding of the OIG's mission, vision, and values, including the standard operating policies and procedures of the OIG.
6. Responsible for learning about TVA programs and operations.
7. Performs other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college/university in Accounting, Forensic Accounting, Finance, Business Administration, Data Analytics, Public Administration, Statistics, Industrial and Systems Engineering or other related field
- Ability to use Microsoft Excel to analyze, draw conclusions from and summarize large data sets. Ability to use Microsoft Word to produce reports and draft formal office communications. Ability to use PowerPoint to present findings to diverse audiences. Experience using any other programs for conducting analysis on large quantities of data is a plus.
- Ability to communicate effectively to a variety of organizational stakeholders.
- Excellent analytical and organizational skills.
- Strong interpersonal skills and ability to build relationships.
- A willingness to learn and apply knowledge and skills in new areas.
- Integrity, self-motivation and initiative.

Desired Skills/Experience:

- Knowledge of environmental policy and regulation.
- Experience with process and program improvement initiatives.

How to Apply:

By Friday, April 15th, submit electronically a cover letter and resume to: oigcareers@tvaig.gov. Announcement number should be included in the subject line of your email. Also, please note the source where you found the vacancy announcement. For more information about our office, please see our Web site at <http://oig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.