



# Office of the District of Columbia Auditor

The Office of the District of Columbia Auditor is pleased to announce the following job opening:

<b>Announcement No:</b>	DCA-06-20	<b>Position:</b>	Auditor (CS 11/12/13)
<b>Opening Date:</b>	12/15/20	<b>Closing Date:</b>	Open Until Filled
<b>If "Open until filled," First Screening Date:</b>	1/4/21	<b>Salary Range:</b>	Grade 11 (\$61,521 to \$79,314) Grade 12 (\$76,126 to \$97,375) Grade 13 (\$87,703 to \$113,002)
<b>Location:</b>	717 14th Street, NW, Suite 900, Washington, D.C. 20005	<b>Work Schedule:</b>	8:30 AM - 5:00 PM
<b>Promotion Potential:</b>	Yes	<b>Area of Consideration:</b>	Open to the Public
<b>Type of Appointment:</b>	Career Service	<b>No. of vacancies:</b>	1

**This position is not a collective bargaining unit.**

**All applicants must submit (1) an employment application with responses to the ranking factors (as applicable) and (2) a resume. Resumes submitted without an application will not be considered. Applications submitted without a resume will not be considered.**

**"Residency Preference Amendment Act of 1988:"** AT THE TIME OF APPLICATION, an applicant may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, Form DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a DC 2000 form at the time of application; and (3) submit proof of bona fide District residency, as required, and maintain such bona fide District residency for a period of seven (7) consecutive years from the date of the appointment or promotion or forfeit the position. The preference will not be granted unless the claim is made at the time of application.

**Brief Description of Duties:**

The Office of the District of Columbia Auditor (ODCA) seeks a highly qualified Auditor to work as part of an audit team on comprehensive audits of District of Columbia operations. Our auditors are independent thinkers dedicated to improving the economy, efficiency, and accountability of the District government. ODCA auditors help a Senior Auditor or Audit Supervisor develop project plans and schedules to promote and ensure audit compliance, efficiency, and accountability. Through regular contact with officials from other District government agencies, you will perform research; review records; conduct interviews; analyze data; write reports; and brief management.

Primary duties include:

- Develop and draft project plans and engagement letters, setting out objectives, scope, methodology and timeframe for individual ODCA projects;
- Research relevant laws, regulations, policies, procedures, and best practices;
- Design and conduct the survey/risk assessments;
- Interview agency staff to gain an understanding of the auditee's operations and internal controls;
- Gather, sample, and test data;
- Verify and reconcile information and evidence;
- Observe and analyze trends, patterns, and possible failures to meet laws, regulations, policies, procedures, and best practices;
- Prepare work papers and track reviews and approvals by supervisors;
- Draft preliminary findings;
- Review any responses from the agency, program, or auditee;
- Revise reports based on feedback received from ODCA management as well as responses from the agency, program, or auditee;
- Draft final report or parts of reports, including findings and recommendations;
- Brief supervisors and senior level management throughout each project, program evaluation, or audit, as required; and
- Help management ensure that ODCA's audits and audit reports meet quality assurance standards.

**Qualifications/Requirements:**

Incumbents of these positions will be required to complete work assignments within required timeframes. Work primarily is performed in an office setting, although approximately 50 percent of the incumbent's time may be spent off-site. Due to the delicate and confidential nature of audit work involved, incumbent exercises extreme discretion in discussing ODCA audits.

The CS 11/12/13 positions have promotion potential to more senior levels upon demonstrating increasing levels of responsibility after one year in-grade at the lower level position noted briefly as follows:

**CS 11 to CS 12** – Guide and coordinate the work of junior staff, coordinate presentations at meetings, and incorporate work product of junior staff into draft and final reports.

**CS 12 to CS 13** - Conduct complex audits; lead an audit team; and review and approve work papers by junior staff with minimal supervision.

**CS 13** – Design and conduct survey/risk assessments; lead entrance, close-out, and exit meetings; and conduct in-house briefings. For promotion from a CS 13 position, the incumbent must apply/compete for a CS-14 or management position.

**Educational Requirements:** The incumbents of these positions will possess at least a bachelor's degree from an accredited college or university in Accounting, Business Administration, Public Administration, or another field relevant to the work of the District of Columbia Auditor.

**General Experience:**

The **CS 11 to CS 13** Auditor will have the following **required** skills:

- Excellent written and verbal communication skills;
- The ability to work well under pressure and multi-task;
- Superior organizational and interpersonal skills;
- A working knowledge of Microsoft Office applications (i.e. Excel and Word).

### **CS 11**

In addition to meeting the requirements listed above, the CS 11 Auditor will have the following required skill:

- 1 to 2 years of relevant experience in governmental accounting, accounting, auditing, program evaluation/analysis, risk assessment, or internal controls.

### **CS 12**

The CS 12 Auditor position will have the following required skills in addition to meeting the requirements for the lower grade position:

- 2 to 5 years of relevant experience in governmental accounting, accounting, auditing, program evaluation/analysis, risk assessment, or internal controls; and
- Demonstrated knowledge of generally accepted accounting and generally accepted governmental auditing principles, procedures, standards, and techniques.

### **CS 13**

The CS 13 Auditor position will have the following required skills in addition to meeting the requirements for the lower grade positions:

- 5 to 8 years of relevant experience in governmental accounting, accounting, auditing, program evaluation/analysis, risk assessment, or internal controls;
- A certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), or a Certified Internal Auditor certification obtained through written examinations; or 24 semester hours of accounting; and
- Demonstrated ability to prepare reports, including final reports, status updates, charts, graphs, etc.

The **CS 11 to CS 13** Auditor will also have one or more of the following **preferred** skills:

- Knowledge of the District of Columbia government's activity, missions, organizations, functions, and operations;
- Experience working in a local, state, or federal government oversight agency;
- Demonstrated ability to gather and assemble facts and recommend conclusions and solutions;
- Demonstrated ability to research and prepare reports;
- Experience using TeamMate; or
- A graduate degree in a relevant discipline.

### **Competencies Required (CS 11 to CS 13):**

**Personal Accountability.** Operates with transparency and integrity. Demonstrates personal responsibility for the completion of work assignments as prescribed. Leverages experience and effective problem solving to overcome hurdles.

**Communicates Effectively.** Demonstrates openness, candor, and respect, in communicating with colleagues. Presents ideas and information verbally and in writing in a clear, concise, and readily understood manner.

**Collaboration.** Is open, courteous, and collegial. Solicits and values input and participation from colleagues. Recognizes and believes in the importance of teamwork.

**Technical Proficiency.** Is well-informed on issues in the District government and seeks to be current on national trends in state and local government and the audit/assessment profession.

**Additional Competencies Required for CS 13:**

Project Management. Exercises project management and leadership skills to manage projects to produce the highest quality outcomes efficiently and within appropriate time frames.

Leadership. Creates and nurtures a performance-based culture that supports efforts to realize the District government’s mission and accomplish its goals. Inspires, motivates, and guides others, and partners with others to ensure goals are met.

**Ranking Factors:**

1. Demonstrated knowledge and experience in government or other related public service.
2. Demonstrated skills and ability in researching, interpreting, and analyzing legislation, regulations, and agency policies and performance.
3. Demonstrated knowledge and experience applying Generally Accepted Government Audit Standards (GAGAS) including the ability to develop project plans and recommendations to improve policies and practices.
4. Demonstrated knowledge and experience in writing and editing final reports that inform and explain complex issues.
5. Demonstrated skills and ability in developing and providing both oral and written communication to senior management and stakeholders.