

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

<b>Announcement No:</b>	DCA-07-20	<b>Position:</b>	Senior Auditor/Analyst (CS 14/15)
<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 14 (\$103,657 - \$133,537) Grade 15 (\$110,006 - \$155,248)
<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 (CS) Permanent	<b>No. of vacancies:</b>	1

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

**All applicants must submit (1) an employment application with responses to the ranking factors 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 Senior Auditor/Analyst to manage comprehensive audits of District of Columbia operations. Our auditors and analysts are independent thinkers dedicated to improving the economy, efficiency, and accountability of the District government. The incumbent may direct or assist junior staff members with research, report writing, analyzing data, and records review. The incumbent advises management on project plans and schedules; and makes recommendations to remedy issues identified in audits to promote and ensure compliance, efficiency and accountability. ODCA auditors and analysts review the operations of the District government based on risk assessments and the priorities of the legislature and make recommendations to improve government performance.

The incumbent will:

- Plan and conduct comprehensive reviews of District government policies and programs. Includes defining objectives and scope; and developing strategies to monitor, assess, and report on government operations;
- Lead a team to obtain sufficient, reliable evidence through inspection, observation, inquiries, and confirmation to provide a strong basis for findings regarding the agency, policy or program under examination;
- Lead and participate in planning, developing, and presenting written reports and oral briefings that cover the findings, their cause and effect, status, and recommendations to improve operations;
- Design and conduct survey/risk assessments;
- Research relevant laws, regulations, policies, procedures, and best practices;
- Interview agency staff to gain an understanding of agency operations and internal controls;
- Lead entrance, close-out, and exit meetings;
- Work toward making audits more efficient through automated techniques or improvements to the review process;
- Where appropriate, execute audit phases including preparing and reviewing work papers, schedules, and summaries documenting evidence, as well as findings and conclusions;
- Ensure that all phases of an audit comply with ODCA policies and procedures, as well as any required external standards;
- Draft pertinent sections of reports and appropriately assemble reports from portions drafted by junior staff members with minimal supervision and minimal need for further review;
- Conduct in-house briefings to audit supervisor and senior level management;
- Support the professional development of junior staff members by providing feedback on their application of relevant knowledge and skills; and
- Where appropriate, track and assess the progress of corrective measures taken by auditee agencies regarding implementation of recommendations.

**Qualifications/Requirements:**

Work primarily is performed in an office setting. Due to the delicate and confidential nature of the audit work involved, incumbent exercises extreme discretion in discussing information concerning audits handled by the Office of the District of Columbia Auditor. The incumbent has regular contact with officials from other District government agencies.

The CS 14 position has promotion potential to the CS 15 level upon demonstrating increasing levels of responsibility after one year in-grade at the lower level position.

**Educational Requirements:**

The incumbent of this position will possess at least a bachelor's degree from an accredited college or university in Political Science, Accounting, Business Administration, Public Administration, Economics, Statistics, or another field relevant to the work of the District of Columbia Auditor.

**General Experience:**

Successful incumbents for the CS 14 Senior Auditor/Analyst position will have the following **required** experience and skills:

- More than 8 years of relevant experience in public policy, government accounting, accounting, auditing, program evaluation/analysis, or risk assessment; or an equivalent combination of professional experience and education;
- Ability to meet competing demands or deadlines, make responsible decisions on short notice, and adapt to prescribed policies and procedures;

- Demonstrated ability to lead multidisciplinary teams in developing audit plans, conducting highly complex reviews, and writing reports to substantiate findings;
- Demonstrated interpersonal skills including the ability to interview, negotiate with, and brief senior officials;
- Ability to apply new developments in audit and/or analytical concepts and techniques to changing programs to increase efficiency and effectiveness in identifying problems, gathering information, and writing reports;
- Excellent written and verbal communication skills; and
- Advanced knowledge of Microsoft Office applications (i.e. Excel and Word).

Successful incumbents for the **CS 15 Senior Auditor/Analyst** position will have the following **required** experience and/or skills in addition to those listed above:

- More than 12 years of relevant experience in public policy, government accounting, accounting, auditing, program evaluation/analysis, or risk assessment; or an equivalent combination of professional experience and education.

In addition to general experience listed above, the successful incumbent for the CS 14 Senior Auditor/Analyst position also will have **three or more** of the following preferred skills and experience in addition to meeting the requirements above:

- Possess a certificate as 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;
- Specialized experience providing guidance on audit policy development and interpretation in the performance of high-profile audits covering multiple years, involving multiple agencies, and reviewing voluminous data or financial reports for technical competency and compliance with government standards;
- Working knowledge of government auditing standards; generally accepted accounting and auditing principles, techniques, methodology, procedures, and analysis; research and investigation; or policy and program evaluation;
- Demonstrated ability to conduct complex analyses to present findings to the audit supervisor and senior management resulting in informed decisions and final recommendations;
- Experience working in a local, state, or federal government oversight agency;
- Experience using TeamMate or an equivalent records management software system;
- Demonstrated subject matter expertise in a field relevant to the position; or
- A graduate degree in a field relevant to the position.

**Competencies Required:**

**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.

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

**Additional Competencies Required of a CS-15**

Consultation. Demonstrated ability to provide expert advice, guidance and/or analysis to improve organizational initiatives, programs and/or strategy.

Subject matter expertise. Demonstrated subject matter expertise in a policy or program field of particular importance to ODCA.

**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 related to complex issues.
3. Demonstrated knowledge and experience applying Generally Accepted Government Audit Standards (GAGAS) to develop project plans and recommend improvements to policies and practices.
4. Demonstrated knowledge and experience in writing and editing final reports: audit work plans, audit documentation, audit findings, briefings, and performance audit reports.
5. Demonstrated skills and abilities in developing and providing both oral and written communication to senior management and stakeholders.

**Additional Ranking Factor for CS 15**

6. Demonstrated project management skills on a multidisciplinary team to conduct performance audits within appropriate time frames.