



## U.S. AbilityOne Commission Office of Inspector General



### ***Vacancy Announcement***

*The AbilityOne Program is the largest source of employment in the United States for people who are blind or have significant disabilities. The AbilityOne Program is administered by the U.S. AbilityOne Commission, the operating name of the Committee for Purchase From People Who Are Blind or Severely Disabled (CPPBSD or Agency). The mission of the Office of the Inspector General (OIG) for CPPBSD is to promote the economy, efficiency, and effectiveness of AbilityOne programs and operations, and protect these programs and operations against fraud, waste, abuse, and mismanagement. The OIG conducts audits, investigations and other activities of the program and operations of the Agency. Through these audits and investigations, the Inspector General seeks to enhance integrity, and improve the efficiency and effectiveness of the AbilityOne Program.*

**Job Title:** Supervisory Auditor - GS-511-14

**Salary Range:** \$117,191 - \$152,352

**Vacancy Open Period:** 04/25/2019 – 05/08/2019

**Position Type:** Permanent

**Who May Apply:** Internal and External Candidates

**Division:** Office of Audit

**Duty Location:** Alexandria, VA

**Security Clearance:** Non-sensitive/ Public trust

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Relocation expenses will not be reimbursed.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

### **Position Information**

This is an opportunity for:

- An internal or external candidate to fill a GS-14 position.

## **Who May Apply**

- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## **Major Duties and Responsibilities**

Serves as the audit manager for the OIG to conduct government audits related to AbilityOne Program functions operations, and other activities. Audits routinely involve extremely complex engagements and factual issues in subject matter that may include performance, operational and financial related audits, attestations, and reviews, as requested or directed. The audits consist of systematic review of financial information, management operations, internal controls, policies and practices affecting or reflecting performance and operating results of an activity.

Incumbent analyzes work related to the development and execution of audit policies and programs, the performance of audit engagements and conducts other activities to remain alert throughout the audit process of anomalies that could help identify waste, fraud, and abuse. The audit manager directly supports the Assistant IG for Auditing with the audit program needs, audit advice, policy interpretation, and technical assistance to other staff members as directed.

Provides reasonable assurance that the audit process and practices conform to the generally accepted government auditing standards, and quality standards derived from the Council of the Inspectors General on Integrity and Efficiency. The incumbent also provides audit advice, policy guidance, and technical assistance to the IG as requested or directed.

Prepares memoranda and other documents relative to procedural policy and audit issues related to findings, recommendations and official audit reports. Presents, discusses, and defends the analysis of the policies, facts, and audits involved in the action/activity and argues in support of the recommendation being made with a view toward securing the advice or concurrence of the other interested parties and/or OIG senior staff.

Develops policies and procedures required pertaining to implementing audits. Ensures that policies and procedures are complying and consistent with the intent of the Generally Accepted Government Auditing Standards, also known as the Yellow Book, to provide a framework for conducting high quality audits with competence, integrity, objectivity, and independence. Supports the OIG leadership with input to set OIG goals, implement priorities, and determine scope and milestones of projects and assignments.

Incumbent responds to questions and inquiries on matters of audit, procedure, or policy relative to the OIG audit program, policies, and/or on-going actions/activities from agency staff, stakeholders, other federal agencies, and the public. Assists with the planning and managing work of the audit office, set goals, establish priorities, and determine scope and milestones of projects and assignments.

Incumbent conducts complex research and applies to numerous, varied, and complex technical, professional, and administrative functions. Utilizes knowledge of the Inspector General Act of 1978, as amended, and government auditing standards and practices.

The auditor manager communicates complex and technical information; both orally and in writing to IG leadership and other OIG supervisors and staff. Incumbent presents technical findings in audit briefings and other communication forums. Strong interpersonal skills are required to interact effectively with OIG staff, executives and board members, as well as with U.S. AbilityOne Commission senior officials, supervisors, and staff of the courts and law office.

Perform other duties as assigned.

### **Qualifications**

Minimum Qualification for the GS-14 Level: 1 year (52 weeks) of specialized experience equivalent to the GS-13 level in the Federal service planning, conducting, and leading complex audit or evaluation projects, including contract and/or grant audits. This experience includes determining the scope of the audit or evaluation, developing or delegating work to team members, and consolidating findings into a completed product; preparing audit or evaluation work papers; and briefing internal and external officials on findings and recommendations.

### **Education**

Positive Education Requirement for the 0511 Auditor series. Documentation must be submitted as part of your application to verify that you have satisfied this requirement.

May be satisfied with either a qualifying degree or combination of education and experience.

Degree: Accounting; or a degree in a related field, e.g. business administration, finance, or public administration that included/was supplemented by 24 semester hours in accounting and may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing." Similarly, "accountant" should generally be interpreted as "accountant and/or auditor.")

OR

Combination of education and experience: At least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Your background must also include one of the following:

Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; or

A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) you have successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors have determined that you have demonstrated a good knowledge of accounting and related and underlying fields that equals in breadth, depth, currency, and level of advancement that is normally associated with successful completion of the 4-year course of study described above; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements.

In addition:

- Thorough knowledge of the theory, concepts, practices, and techniques of auditing, to include GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Thorough knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.
- Interpersonal skills including the ability to interview, negotiate, and brief senior officials; ability to collaborate with an audit team in the development of audit plans, conduct audit projects, and write reports to substantiate findings.
- Analytical and critical thinking skills, including the ability to identify needs, requirements, and develop extensive recommendations based on qualitative and quantitative data, and arrive at a clear, logical and concise conclusion.
- Ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the

effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.

- Thorough academic/professional knowledge of federal budget and finance laws, regulations, concepts, methods and standards. Thorough knowledge of and familiarity with principles, concepts, and practices of accounting and Federal Acquisition Regulations, reform initiatives and policy and procedures.

### **Desired Requirements**

- An advanced degree from an accredited university (in the appropriate discipline).
- Familiarity with the accountability community (e.g., OIG, GAO).
- Experience in conducting and supervising audits in an OIG environment and providing oversight of contractors.
- Experience providing oral briefings on the results of this work and preparing executive level memos and plans that communicate the findings as well as experience writing complex audit reports.

### **Key Requirements and How To Apply:**

- U.S. Citizenship Required.
- May be required to complete background investigation and drug screening.
- A one-year trial/probationary period may be required.
- Must provide resume and supporting documents (See required documents).
- Time-in-Grade: Current or former Federal employees applying under merit promotion considerations must meet applicable time-in-grade requirements for consideration. One year at the GS- 13 is required to meet the time-in-grade requirements for the GS-14 level. **(Must submit your SF-50 that shows Time-in-Grade eligibility and reflects your title, series, and grade. No award SF-50 will be accepted).**

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity. **IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.** If your resume does not support your questionnaire answers, we will not allow credit for your response(s).
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their most recent performance evaluation. A justification is required if the applicant is unable to provide a recent evaluation.

- c. POSITION: Reference the position in the subject line of the email and on each document submitted.
- d. COVER LETTER: Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. SF-50: Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

**WHERE TO SUBMIT: Applications should be sent to Acting Assistant Inspector General for Management at [ljoseph@oig.abilityone.gov](mailto:ljoseph@oig.abilityone.gov). All attachments should be in Microsoft Word or Adobe PDF format.**

#### **Other Information**

The OIG offers a broad array of benefits programs and family friendly flexibilities.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules