

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

Announcement No:	DCA-09-18	Position:	Supervisory Auditor (MS 14 – MS 15)
Opening Date:	11/19/18	Closing Date:	Open Until Filled
If "Open until filled," First Screening Date:	11/29/18	Salary Range:	Grade 14 (\$104,702 to \$146,582) Grade 15 (\$116,219 to \$162,705)
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005	Work Schedule:	8:30 AM - 5:00 PM
Promotion Potential:	Yes	Area of Consideration:	Open to the Public
Type of Appointment:	Management Supervisory Service (MSS)	No. of vacancies:	1

This position is not 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 highly qualified Supervisory Auditor to lead a team of auditors and analysts performing reviews of District of Columbia policies, programs and operations. ODCA is an independent agency that supports the Council of the District of Columbia. ODCA monitors, assesses and reports on government operations through performance-based audits and evaluations to promote efficiency, accountability and transparency. Our auditors are independent thinkers dedicated to improving the economy, efficiency, and accountability of the District government.

If you want to have an impact on how your government operates then ODCA is the place for you. We believe in a work-life balance and offer a work-place where dedicated professionals interested in public service work from within to enable every District agency to operate at an efficient, effective, and productive level.

The incumbent assists in developing short and long-range audit plans and scheduling and implementing measures to ensure that ODCA's reports and other products conform to quality assurance standards promulgated by the Government Accountability Office's Generally Accepted Governmental Audit Standards (GAGAS) and ODCA policies. Work is performed under the direction of the Auditor or Deputy Auditor.

The work is reviewed for consistency in meeting goals and responsibilities within broad guidelines and quality assurance standards established by GAGAS and ODCA. Further, review of performance will include effectively managing members of the team, fulfillment of program objectives, and assessing the impact of findings and recommendations.

Guidelines include ODCA policies and generally accepted auditing and accounting standards, principles, techniques, methodology, procedures and practices; applicable Federal and District of Columbia statutes, rules and regulations, and executive orders, and quality assurance standards established by relevant professional bodies.

Promotion potential from a MS-14 to MS-15 position.

Educational Requirements: The incumbent of this position will possess at least an undergraduate degree in a relevant field such as accounting, public policy, public administration, economics, or political science; or a combination of accounting experience, college-level education, and training; or comparable, relevant and transferable professional experience.

The incumbent for the MS 14 or MS 15 Supervisory Auditor position will have the following required skills:

- At least 8 to 10 years of experience in auditing, accounting, program evaluation, policy development or an equivalent combination including government service at the federal, state, or local level;
- Experience and skills in directing and managing staff to ensure that the mission and goals of the agency are met;
- Demonstrated ability to train and lead staff including improvements in individual and team performance;
- Excellent organization, writing, and communication skills;
- Ability to meet deadlines and work well under pressure. Ability to multi-task and manage multiple projects;
- Ability to identify and solve problems;
- Working knowledge of Microsoft Office applications (i.e. Excel and Word), computer assisted techniques, and TeamMate (or equivalent file or project management system); and
- Working knowledge of government auditing standards; generally accepted accounting and auditing principles, techniques, methodology, procedures, and analysis; research and investigation; and policy and program evaluation.

For consideration for the **MS 15** position, the incumbent also will have the following **additional required skills** in addition to meeting the requirements for the lower grade position:

- At least 10 to 12 years of experience in auditing, accounting, program evaluation, policy development or an equivalent combination including government service at the federal, state or local level.

Preferred Experience: In addition to general experience listed above, the incumbent for the MS 14 or MS 15 Supervisory Auditor position also will have one or more of the following **preferred** skills:

- Graduate degree in a field relevant to the position;
- Advanced professional knowledge and experience in GAGAS;
- Or knowledge and experience working in the District of Columbia government.

Work primarily is performed in an office setting. Due to the delicate and confidential nature of HR work, incumbent exercises extreme discretion in discussing information concerning HR work. In addition, due to the delicate and confidential nature of the audit work handled by the Office of the District of Columbia Auditor, incumbent exercises extreme discretion in discussing such work.

Ranking Factors:

1. Demonstrated experience and skills in directing and managing staff to ensure that the mission and goals of the agency are met including leading teams on projects such as legislative analyses, performance audits, and program evaluations.
2. Demonstrated skills and abilities in researching, interpreting, and analyzing legislation, regulations, and agency policies and performance sufficient to develop project work plans and recommendations related to agency systems and programs.
3. Demonstrated skills and abilities in writing, editing, and organizing reports on complex issues for a broad-based audience of policy-makers and the public.
4. Demonstrated knowledge and experience in applying quality control standards such as the General Accepted Government Audit Standards.