

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

Announcement No:	DCA-03-20	Position:	Auditor Career Service (CS) 9
Opening Date:	3/16/20	Closing Date:	3/20/20
If "Open until filled," First Screening Date:	N/A	Salary Range:	\$51,059 - \$65,747
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005	Work Schedule:	8:30 AM - 5:00 PM
Promotion Potential:	No	Area of Consideration:	Open to the Public
Type of Appointment:	Career Service (CS) Permanent	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:

This position is located within the Office of the District of Columbia Auditor (ODCA). 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. 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 the auditors-in-charge and audit supervisors. Incumbent will help auditors-in-charge and audit supervisors develop project plans and schedules, and ensure that ODCA's projects conform to quality assurance standards and internal ODCA policies.

The incumbent serves as an Auditor with responsibilities to work on various projects including short- and long-range audits, program evaluations, risk management, internal controls, and financial analysis. Specific activities, which will be performed under the direct supervision of the audit supervisor, may include conducting basic audit functions, research, reviewing financial records, invoices, program records, and other documents in both hard copy and electronic form, conducting interviews, analyzing data, writing reports, and briefing supervisors.

Qualifications/Requirements: The incumbent 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. The incumbent will have regular contact with officials from other District government agencies. Due to the delicate and confidential nature of audit work involved, incumbent exercises extreme discretion in discussing ODCA audits.

For promotion from a CS 9 position, the incumbent will have to apply/compete for a CS 11 position after two years in-grade at the lower level position.

Educational Requirements:

The incumbent 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 9 Auditor will have the following **required** skills:

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

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.

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.