

Job Title: AUDITOR, GS-0511-5/7

Job Announcement Number:

Series & Grade: GS-0511-5/7

Promotion Potential: [Insert full performance level]

Open Period: Thursday, February 04, 2010 to

Position Information: Full-Time Permanent

Who May Be Considered: United States citizens.

Job Summary:

If you...

- enjoy ensuring Government programs deliver effective services to the American people
- are motivated to detect and prevent fraud, waste, and abuse
- like to work with financial systems to ensure they meet requirements

Then look not further - we have just the job for you! As an auditor in the Federal Government you will explore many areas, including financial reporting, cash management, and internal controls.

Key Requirements:

- U.S. Citizen or National
- Males born after 12-31-59 must be registered or exempt from Selective Service (see www.sss.gov)
- Relevant experience or education (See Qualifications and Evaluation)
- Suitable for Federal employment as determined by a background investigation

Major Duties:

As an auditor, your typical work assignments might include:

- Gathering, verifying, and analyzing information for adherence to rules and regulations;
- Assessing financial information;
- Determining the adequacy of internal controls for safeguarding Federal assets;
- Evaluating whether financial systems comply with requirements;
- Determining if organizations have acquired, protected and used resources efficiently; and

- Identifying fraud, waste, and abuse.

Qualifications:

You must meet one the following qualifications to qualify for a GS-5 position:

Bachelor's or graduate degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law; **OR**

Combination of Experience and Education:

- 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 also must 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 a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **OR**
 - Completion of the requirements for a degree that included substantial coursework 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 has determined that you demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; 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.

You must meet one of the following qualifications to qualify for a GS-7 position:

- Bachelor's degree as described in paragraph A above, with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA (4.0 scale) for required courses completed in major field of study during junior and senior year of 4-year college or university; class standing of upper third of the graduating class in the college or university or in a major subdivision of the college or university; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; **OR**
- 1 academic year of graduate level education in accounting or a related field of study. If the graduate education is not in accounting, the undergraduate education must meet one of the requirements described above for the GS-5 grade level. The education also must have provided the competencies/knowledge, skills, and abilities necessary to perform the work; **OR**
- 1 year of experience performing duties such as: [Agency must define specialized experience]; **OR**
- Equivalent combination of education and experience as listed above.

All academic degrees and coursework must be from accredited or pre-accredited institutions.

How You Will Be Evaluated:

We will review your résumé and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the competencies/knowledge, skills, and abilities related to critical competencies, such as auditing, writing, reasoning, attention to detail, problem solving, and self-management.

Benefits:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at www.usajobs.gov/EI/benefits.asp#icc.

Other Information:

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

Interagency Career Transition Assistance Program (ICTAP): To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at [**Agency must define "well-qualified"**] or above on the rating criteria for this position. For information on how to apply as an ICTAP eligible see http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap.

How To Apply:

Your complete application will include:

1. **Résumé**
2. **Official, unofficial transcript(s), or a list of courses with completion dates, grades, and quarter and/or semester hours received**
3. **Additional documents (e.g., Veterans' Preference documentation, proof of ICTAP eligibility), if applicable**

You may also submit a cover letter with your résumé.

You may either apply Online or deliver your application package via [Insert agency procedure].

Contact Information:

Your Name
Phone: 202-000-0000
Fax: 202-606-1768
Email:
youremailaddress@youragency.gov

Agency Information:
Your Agency Name
1 Main Street
1900 E STREET NW
Washington, DC 20415
US
Fax: 202-606-1768

What To Expect Next:

We will review your résumé and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Assessment Questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1688851