

## POSITION ANNOUNCEMENT

**Position:** Assistant Inspector General for Audit

**Date Posted:** November 8, 2017

**Location:** 3333 K Street, NW, Washington, D.C. 20007

**Department:** Office of Inspector General

**Employment Status:** Regular/Full-Time/Exempt

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Established by Congress in 1974, the Legal Services Corporation (LSC) operates as an independent 501(c) (3) nonprofit and is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 133 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The LSC Office of Inspector General (OIG) operates under the Inspector General Act. The OIG has two principal missions: to assist management in identifying ways to promote efficiency and effectiveness in the activities and operations of LSC and its grantees; and to prevent and detect fraud and abuse. The OIG's primary tool for achieving these missions is fact-finding through financial, performance and other types of audits, evaluations and reviews, as well as investigations into allegations of wrongdoing.

The Assistant Inspector General for Audit (AIGA) manages the operation of the OIG audit function and serves as the principal advisor to the Inspector General on audit related matters. The incumbent serves in a leadership role as the senior audit management official in the OIG. Learn more about the LSC OIG at: [www.oig.lsc.gov](http://www.oig.lsc.gov).

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Manages the LSC-wide audit programs, policies, procedures and instructions, which are applied to LSC recipient programs, contractors, and internal operations of LSC. Recommends audit priorities and staffing requirements including developing and implementing changes and updates as necessary.
2. Designs and implements the work plan, allocates resources necessary for its implementation, and sets the priorities to meet the objectives of the audit function. Provides direct supervision over the Director, Audit Operations (DAO) and the Director, Policy, Planning and Reporting (DPPR). Participates in drafting OIG strategic plan. In concert with the DAO and DPPR, oversees the annual preparation of the OIG audit plan. Assists in developing the OIG annual budget.

3. Manages and conducts audits of LSC operations and of LSC grantees. Audits include performance audits, financial-related audits, and compliance audits. Manages the development of audit reports and recommendations for remedial action, as appropriate. Is responsible for ensuring that audit work is in conformity with the Inspector General Act and applicable auditing standards, including Generally Accepted Government Auditing Standards.
4. Builds, motivates, and retains a strong, results-oriented OIG audit team of 13 FTE positions. Provides direct supervision to unit supervisors and ensures that supervisors provide appropriate oversight and guidance to team members and review and approve submitted work. Provides direct supervision to the Program Analyst to ensure that: OIG audit reports are issued timely and meet auditing standards; Independent Public Accountants (IPA) audit report submissions are appropriately processed; audit report recommendations receive follow up; audit report information is properly gathered for Congressional requests and the Semi-annual Report to Congress; and continuing professional educational requirements are met for the audit staff. Ensures that performance assessments are completed for all staff, sets annual goals and objectives, and identifies and provides appropriate training and professional development.
5. As appropriate, recommends audit work to be contracted to outside entities. Oversees the work of these entities, including the work of IPAs who serve as contractors engaged by the OIG to perform the annual financial statement audit of LSC's financial statements or activities. Ensures that audit work performed by outside entities is in accordance with Generally Accepted Government Auditing Standards.
6. Manages the OIG's oversight of the audits of the approximately 133 LSC grantees conducted by IPAs engaged by the grantees. Ensures that the work of each IPA is reviewed and in compliance with applicable auditing and accounting standards. Manages the reviews of the audit reports for conformity to standards. Manages the Quality Control Reviews conducted by the OIG to ensure quality work and conformity to standards by the IPAs. As necessary, provides guidance in the preparation of referrals to state boards of accountancy, AICPA, or appropriate agencies.
7. Manages the OIG audit follow-up process, and ensures that the information contained therein is documented and tracked. In consultation with the Inspector General, serves as the senior audit official for the audit follow up process, and is responsible for making decisions in accordance with established criteria regarding whether a grantee audit finding warrants referral to LSC management for audit follow up, as well as whether findings and recommendations directed to LSC management should be referred to the LSC audit follow up official for resolution.
8. Coordinates the work of the audit function with other functions of the OIG. Establishes and maintains liaison and coordinates with audit organizations in other OIGs.

9. Responsible for maintaining current audit policies that reflect best practices and industry standards.
10. Prepares and presents the status of audit activities and other significant issues at quarterly Board of Director meetings. May participate in panel discussions and briefings to management or the Board.
11. Performs other related duties as assigned.

**COMPETENCIES REQUIRED:**

*General:*

Outstanding leadership, supervision, and management skills; excellent written communication skills with demonstrated ability to produce professional, well-written work product; excellent oral communication and interpersonal skills with demonstrated ability to effectively reach different audiences; solid critical thinker; strong commitment to principles of diversity; unimpeachable integrity and adherence to the highest standards of ethics and professionalism; high degree of flexibility, capacity for self-management, and attention to detail; understanding of and commitment to organizational mission and goals; strong organizational skills; adaptable and able to plan, manage and execute multiple and shifting priorities against tight deadlines; ability to influence, motivate, challenge, and inspire confidence among others; ability to develop and lead high performance/high morale teams and to foster teamwork; and excellent customer service.

*Technical/ Specialized:*

A bachelor's 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. A minimum of ten (10) years of audit experience; or an equivalent combination of education and related audit experience totaling a minimum of fourteen (14) years. Demonstrated expertise in auditing and/or accounting. Experience in managing, supervising, and leading staff. Strong knowledge of generally accepted auditing standards, generally accepted government auditing standards, and generally accepted accounting principles; additional knowledge of the laws and regulations related to LSC, OIGs and to nonprofit corporations is a plus. Extensive experience in performing a wide range of performance, compliance, and financial audits.

A graduate degree and/or a relevant certification, *e.g.*, CPA, CISA, CIA, or CMA, are desired.

**SALARY AND BENEFITS:**

\$166,211

Excellent benefits package. This position is not a federal government position and it does not have federal benefits nor would there be an annuity offset for a federal retiree.

**APPLICATION PROCEDURE:**

Submit a complete application (provide all of the information requested and answer all of the questions) and attach a résumé and cover letter explaining why you are a good fit for this position. Incomplete applications will not be considered. Apply directly on our website at: [www.lsc.gov/about-lsc/careers](http://www.lsc.gov/about-lsc/careers).

The posting closes on November 30, 2017.

Questions can be sent to: [jobs@lsc.gov](mailto:jobs@lsc.gov).

*Note: If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571 or [jobs@lsc.gov](mailto:jobs@lsc.gov).*

**DIVERSITY STATEMENT:**

LSC embraces diversity as a core value. We recognize that our success as a corporation depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone. LSC is an equal opportunity employer.

November 8, 2017