



The U.S. Government Publishing Office (GPO)

General Position Information

Job Title: Audit Manager, PG-511-14

Salary: Base pay of \$95,394 - \$124,011 based on <https://www.federalpay.org/gs/2021>; locality is based on the Washington D.C. area.

Position Type: Competitive service

Opening Date: Immediate

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving **at or above** grade level GS-14 positions (or equivalent); and has completed their one year probationary period.

This is a lateral transfer/re-assignment ONLY

Division: Office of the Inspector General, Audit Division

Duty Location: 732 North Capitol St NW, Washington, D.C., walking distance of Union Station.

Security Clearance: SECRET

Telework: Yes as determined by office policy

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: Occasional travel

SUMMARY

This position is in the Office of the Inspector General (OIG), an independent office within the U.S. Government Publishing Office (GPO). The incumbent serves as the Audit Division's Audit Manager. The Audit Division is responsible for planning, conducting, overseeing, and coordinating performance and financial audits of the GPO. GPO is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. Additional information regarding the GPO OIG is available at gpooig.gov.

MAJOR DUTIES

Under the direction and supervision of the Assistant Inspector General for Audits (AIGA), the Audit Manager's (Supervisory Auditor) duties and responsibilities may include, but are not limited to the following:

- Supervise the day-to-day work assignments in the Audit Division. Prioritize and assign work to ensure organization's needs are met and that professional standards are maintained in the audit planning and execution phase, in the accumulation of evidentiary data, and in the reporting of findings and recommendations.
- Plan, conduct, and complete GAGAS audits that are of high quality, accurate, relevant to customers, and conform to OIG policies, professional standards, and legal requirements and within the prescribed timeframes.
- Counsel and guide subordinate staff to ensure survey and audit plans describe clearly defined audit objectives, background information, data collection, sampling and analytical techniques, and procedure steps.
- Serve as a Contracting Officer's Representative (COR) to oversee IPAs performing audits and reviews of GPO for the OIG under task orders and contracts.
- Prepare, revise and edit audit findings, conclusions, and recommendations with



subordinate staff to ensure reports are clear, well organized, logical, balanced, and based on sufficient, relevant, and competent evidence. Monitors disposition of report findings to ensure proper resolution.

- Plan, organize, and conduct research on complex issues that involve major areas of uncertainty in approach, methodology, or interpretation to identify appropriate solutions.
- Accumulate data, maintains records, and prepares status reports on the administration of Audit Division projects and other assigned activities.
- Develop new tools and systems and apply innovative techniques in executing Audit Division assignments.
- Acquire a thorough knowledge of GPO operations and programs, missions, goals, and organizational structures.

QUALIFICATIONS A complete application package must include:

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.
- **SF-50, NOTIFICATION OF PERSONNEL ACTION:** To be considered for this position, you must be a current or former Federal employee, at or above GS-13 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal employee. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.
- **PERFORMANCE EVALUATIONS:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.
- **COVER LETTER:** A cover letter is required. Please include a brief synopsis of how you meet the specialized experience in your cover letter.

Note: All documents should be in Adobe PDF format.

KEY REQUIREMENTS:

- U.S. Citizenship
- Males born after 12/03/1959 must be registered for Selective Service.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-14) and completed the one year probationary period to qualify for this position.

CONDITIONS OF EMPLOYMENT:

- **SECURITY CLEARANCE:** The position requires the incumbent be able to obtain and maintain a SECRET Security Clearance.
- **DESIGNATED TESTING POSITION:** Incumbent is required to be screened under the civilian drug abuse testing program. Periodic urinalysis will be required to test for drug abuse. Failure to submit specimen or sign will result in incumbent being subject to adverse action proceedings in accordance with appropriate regulations.



- **FINACIAL DISCLOSURE:** Incumbent must annually file a Confidential Financial Disclosure statement.

ADDITIONAL INFORMATION:

- **Employment of Relatives** Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: <https://www.law.cornell.edu/uscode/text/5/3110> and <https://www.law.cornell.edu/uscode/text/5/2302>
- **Schedule A (Disability Appointment):** Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.
- **Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.
- **Equal Employment Opportunity Policy:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
- **Work Life Balance:** GPO offers a transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, and Alternative Work Schedule (AWS).

WHERE TO SUBMIT: Complete application package must be sent to: Lori Lau Dillard Assistant Inspector General for Audit, at llaillard@gpo.gov.