

POSITION ANNOUNCEMENT

JOB DETAILS:

Position: Auditor
Office of Inspector General

Level: Entry Level

Job Location: USA- DC- Washington

Job Shift: Day

Salary Range: \$44,941 - \$58,428

IG level: IG7

Position Type: Full-Time/Exempt

Education Level: 4-year degree

DESCRIPTION:

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 134 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 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.

As a member of an audit team in a training role, assists in conducting financial-related and performance audits, including compliance audits, on internal LSC operations and LSC grant recipients. Incumbent also may also assist in the conduct of attestation engagements, quality control reviews, and special focus audits. All work is conducted in accordance with Government Auditing Standards and/or OIG guidelines. Travel is required and a portion of the work occurs onsite at various Legal Services Corporation grantee locations throughout the U.S. and its

territories. The incumbent reports to, and receives day-to-day guidance and assignments from, an Audit Manager and/or the auditor-in-charge (AIC) of the assigned project.

This is an entry-level position. Incumbent is expected to gain insight and knowledge into audits of grants and related financial matters of the LSC. As experience is gained, incumbent is expected to apply increased judgement and discretion to accounting and auditing issues noted during audits and make recommendations to their Audit Manager for resolution and disposition.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assembles and organizes background information for conducting audits;
2. Participates in developing audit plans and programs;
3. Performs the steps of the audit program as assigned by the AIC;
4. Prepares audit documentation in accordance with standards and OIG guidelines;
5. Analyzes information;
6. Briefs audit team members on results of analysis and reviews;
7. Makes recommendations to Audit Manager on findings and recommendations related to audit work;
8. Drafts audit report sections as assigned;
9. Communicates effectively with audit team and OIG and LSC contacts; and
10. Performs other duties as assigned.

COMPETENCIES REQUIRED:

General:

Strong oral and written communication skills with demonstrated ability to craft solid written products that require minimal editing; minimal degree of flexibility, initiative, capacity for self-management, and exceptional attention to detail; strong organizational skills with demonstrated ability to gather, organize, and analyze data to make informed decisions on accounting and auditing issues; ability to work on multiple projects with shifting priorities under tight deadlines; unimpeachable integrity and personal ethics; ability to systematically organize

and catalogue data and information; ability to work in high performance/high morale teams and fostering teamwork and effective collaboration.

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. Strong knowledge of accounting and auditing principles, concepts and practices.

SALARY AND BENEFITS:

\$44,941 - \$58,428 (including Locality Pay)
Excellent Benefits Package

APPLICATION PROCEDURE:

Submit 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

Questions can be sent to: 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.

1/19/2017