

Position Announcement #122011 – Senior Auditor

Who We Are: The Corporation for Public Broadcasting is a private, nonprofit corporation created to ensure universal access to non-commercial high-quality content and telecommunications services. We invest in programs and services that are educational, innovative, locally relevant, and reflect America’s common values and cultural diversity. Through grants, we encourage the development of content that addresses the needs of unserved and underserved audiences, especially children and minorities.

Position Summary: Under the supervision of the Deputy Inspector General, the position is responsible for planning, conducting, and reporting results of audits, evaluations, or investigations for the Office of the Inspector General (OIG). The Senior Auditor may be assigned to work as the auditor-in-charge (AIC) or as a team member.

Compensation: The salary for this position will be no less than \$52,760 annualized with a hiring range up to \$85,100. Exact salary determined by experience, education related to the role, organizational compensation structure and internal equity. Annual salary increases and bonus payment based on performance.

Specific Duties:

- Plans and conducts assignments to achieve audit objectives. Plans and conducts complex assignments in accordance with *Government Auditing Standards (GAS)* issued by the Government Accountability Office (GAO) or the Council of the Inspectors General on Integrity and Efficiency (CIGIE). As an AIC, planning includes determining: (1) the scope of review; (2) the criteria; (3) audit techniques; (4) the availability and reliability of necessary information; and (5) assigning work tasks.
- Gathers and analyzes evidence to answer the assignment objectives. Obtains an understanding of the sources of data and collects sufficient and appropriate evidence to support procedures performed, findings, and conclusions. Corroborates evidence as necessary to verify facts. Formulates sound and logical conclusions. Identifies underlying causes to fully develop findings. Continually evaluates procedures to ensure objectives are achieved. Conducts work in accordance with plans, requiring only routine direction from the responsible Team Leader, Deputy Inspector General (DIG), or IG Counsel/Assistant Inspector General for Investigations (AIGI).
- Prepares working papers that identify sources of data, analyses performed, criteria applied, and conclusions. Prepares working paper summaries to conclude on each objective.
- Ensures writing is clear and grammatically correct. Fully develops draft findings and reports with the five elements of a finding and makes recommendations that address underlying causes.
- Independently manages time to complete assigned tasks by established due dates, in accordance with project plan, and professional standards.
- Effectively communicates to: ensure understanding of work assignments; interview auditees; and brief OIG management and auditee officials on results of work.
- Works effectively in a team environment and builds constructive working relationships with team members and auditee officials. Keeps auditees and OIG management informed on audit progress.
- Ensures indicators of potential fraud, waste, and abuse are fully developed and appropriately coordinated with Team Leader, DIG, and IG Counsel/AIGI.
- Performs other duties as assigned.

Required Education and Experience:

- Bachelors degree in accounting, finance, economics, business, or public administration. Other degrees will be considered with appropriate work experience in auditing or accounting.
- Four years of public accounting, government auditing, internal auditing, or grant/contract auditing experience with at least two years as an auditor. Three years of auditing experience can be substituted for the four years of auditing experience with a professional certification (Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE)) or a masters degree in a related field (masters in business, public administration or policy, or economics).

Required Skills, Knowledge, and Abilities:

- CPA, CIA, or CFE professional certifications.
- Masters degree in business or public administration, economics, public policy, or other advanced degree with business experience or broad industry knowledge related to non-profit organizations or administering federal grants and contracts.
- Accounting or auditing experience in public broadcasting or non-profit organizations.
- Experience with audit software programs, data analytics, and data visualization programs.

Other Important Information: Must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters. A determination of suitability for the position will be based on the results of a background verification of previous employment, education, and criminal record information.

Benefits: CPB provides generous benefit programs including retirement, health, dental, life and disability insurance, commuting, flexible spending accounts, vacation, sick and maternity/paternity leave.

For more information about CPB, our programs, and our mission, please visit our website at www.cpb.org.

All applicants must submit a cover letter and resume to –

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6030e977-b90c-49b6-8399-27c07d098b48&ccId=19000101_000001&jobId=448150&source=CC2&lang=en_US

This is a hybrid work environment position, working from CPB's office in Washington, D.C. and remote, as approved by the position's Department Head.

Proof of full dosage of a COVID-19 vaccination is required for all CPB positions. Exemptions for religious and medical reasons will be considered.

The Corporation for Public Broadcasting has a commitment to the principle of diversity, as it creates a healthier work environment. In that spirit, we welcome applications from all qualified individuals without regard to race, color, religion, gender, sex, age, national origin, veteran status, disability, sexual orientation, gender identity or expression, marital status, or any other characteristic protected by law.