

**POSITION ANNOUNCEMENT  
INTERNAL/EXTERNAL POSTING**

<b>POSITION:</b> Senior Auditor (Multiple positions may be filled)	<b>POSTING NO: 1254</b>	<b>DATE POSTED:</b> <b>August 22, 2012</b>
<b>LOCATION:</b>  Office of Inspector General Legal Services Corporation 3333 K Street, NW, 3rd Floor Washington, D.C. 20007-3552	<b>EMPLOYMENT STATUS:</b>  Regular Full-Time/ Exempt	<b>ANNOUNCEMENT REMAINS OPEN UNTIL FILLED</b>
<b>CLASSIFICATION:</b>  Band 3/ Professional	<b>Travel:</b> Approximately 25% of time	<b>Background Check Required</b>

**Overview:** Established by Congress in 1974, the Legal Services Corporation (LSC) 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 900 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high quality civil legal assistance.

LSC has a statutorily independent Office of Inspector General (OIG) to conduct and supervise audits, investigations and reviews to detect waste, fraud and abuse and to assist management in identifying ways to promote efficiency and effectiveness in LSC operations and LSC-funded programs.

A Senior Auditor plans and conducts various types of audits including performance, financial, and financial-related audits. The incumbent serves as the auditor-in-charge or team member depending project and staffing needs. The incumbent reports to and is under the supervision of an Audit Team Leader.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Plans and conducts performance, compliance, financial, and financial-related audits, reviews, and inspections to improve efficiency and effectiveness of LSC and grantee operations, to ensure compliance with laws and regulations, and to identify and/or deter actual and potential fraud waste, abuse, and mismanagement.

- Serves as auditor-in-charge or audit team member. As auditor-in-charge, the incumbent is responsible for overall project management, provides independent and professional guidance to team members on all steps in the audit process including reviewing working papers of team members, identifies significant audit findings, makes authoritative recommendations and resolves most complex audit issues; devises techniques to analyze and evaluate audit evidence and results; develops analytical opinions, findings, and recommendations; and leads and conducts entrance and exit conferences with auditees.
- Prepares audit plans, audit programs, audit documentation, audit reports, and related correspondence; identifies significant audit areas that require decisions and presents recommendations and options on the direction the audit should take.
- Develops and maintains a working knowledge of the laws and regulations relating to LSC specifically, and on nonprofit corporations, generally.
- Reviews proposed changes to professional standards, principles, and guidelines, and provides comments with respect to the impact proposed changes would have on the OIG, LSC, and grantee operations.
- Assists in conducting OIG investigations, as assigned.
- Assists in the training of other staff members.
- Performs other related duties as assigned.

### **CORE COMPETENCIES:**

#### ***General:***

Proven skills leading audit teams and ensuring that projects are completed within established timeframes. Self-motivated and able to motivate others to perform at a high level in order to meet organizational goals.

Strong writing and verbal skills. Able to provide a professional, well-written product that requires minimal editing. Ability to communicate effectively, both orally and in writing, to promote positive change and organizational improvement.

Proven project management skills. Ability to simultaneously develop and manage multiple audits and projects ensuring the program goals and priorities are met in a fluid environment.

Demonstrated ability in auditing and/or accounting and in leading teams of professionals. Strong working knowledge of generally accepted government auditing standards and generally accepted accounting principles.

Expert knowledge of the principles, practices, and concepts involved with planning, conducting, and reporting on complex or high visibility performance or financial audits and/or evaluations.

***Technical/Specialized:***

An undergraduate degree, 24 credit hours of accounting, and eight (8) years of progressive audit experience; or an equivalent combination of education, including 24 hours of accounting, and related experience totaling twelve (12) years are required.

A graduate degree or a relevant certification, e.g., CPA, CISA, CIA, or CMA, is desired.

Experience applying government auditing standards with a major CPA firm, a Federal Inspector General Office, or the Government Accountability Office is desired.

In addition to meeting the basic education and experience requirements described above, candidates must have at least six years of specialized experience. Examples of specialized experience include: auditing financial operations and accounts; reviewing and evaluating agency internal controls; and providing technical guidance for financial and performance audits of agency programs. Experience should demonstrate increased responsibilities and two of the six years of experience should include auditor-in-charge experience.

**SALARY AND BENEFITS:**

Salary: \$83,310 to \$109,807 (including Locality Pay), depending on qualifications and experience. Excellent benefits package. Relocation costs will not be paid.

**APPLICATION PROCEDURE:**

Submit a résumé, cover letter, and salary history to:

Legal Services Corporation  
Office of Human Resources (#1254)  
3333 K Street, NW, 3rd Floor  
Washington, DC 20007-3522  
Fax: 202.337.6383  
E-mail: jobs@lsc.gov

**Note:** Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

**DIVERSITY STATEMENT:**

LSC embraces diversity as a core value. We recognize that our success as a Corporation depends upon 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.