

**POSITION ANNOUNCEMENT
INTERNAL/EXTERNAL POSTING**

POSITION: Auditor (Entry Level) Multiple positions may be filled.	POSTING NO: 1253	DATE POSTED: August 22, 2012
LOCATION: Office of the Inspector General Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Regular Full-Time – Non-Exempt	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 2/Professional	Travel: Approximately 25% of time	Background Check Required

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.

As a member of an audit team in a trainee role, the Auditor assists in conducting financial-related and performance audits, including compliance audits, on internal LSC operations and LSC grant recipients. Incumbent also assists 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 does take place onsite at various Legal Services Corporation grantee locations. The incumbent reports to an Audit Team Leader. Day-to-day guidance and tasks are received from the Audit Team Leader and/or the auditor-in-charge (AIC) of the assigned project.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assembles and organizes background information for conducting the audit.
- Participates in developing audit plans and programs.
- Serves as an auditor performing routine or limited audits, reviews, and examinations of

financial and operational functions

- Assists more experienced auditors with more complex projects.
- Utilizes professional accounting and auditing knowledge to perform a variety of assignments that requires ingenuity in applying techniques in gathering and evaluating pertinent data.
- Prepares audit documentation in accordance with standards and OIG guidelines.
- Briefs audit team members on results.
- Arranges or attends in-briefs and out-briefs with management officials.
- Drafts audit report sections as assigned.
- Communicates effectively with audit team and OIG and LSC contacts.
- Evaluates the findings and recommendations identified by external audit organizations.
- Performs other related duties as assigned.

CORE COMPETENCIES:

General:

Ability to gather, organize, and analyze data. Must have strong writing and oral communication skills. Ability to use computer software to manipulate data, analyze information, and produce reports. Must be conscientious, disciplined, motivated, and able to work independently and as a team member. Ability to meet deadlines and manage multiple tasks in a fluid environment. Ability to apply auditing and accounting principles.

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, twenty four (24) semester hours in accounting. The twenty four (24) hours may include up to six (6) hours of credit in business law.

SALARY AND BENEFITS:

Salary Range: \$52,493 – \$62,467 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

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

Legal Services Corporation
Office of Human Resources (#1253)
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 and posting number 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.