



**POSITION ANNOUNCEMENT  
EXTERNAL POSTING**

**POSITION:** Auditor (multiple positions) **POSTING NO:** #1217  
**LOCATION:** Office of Inspector General **DATE POSTED:** 03/05/10  
Legal Services Corporation **OPEN UNTIL FILLED**  
3333 K Street, NW, 3<sup>rd</sup> Floor  
Washington, D.C. 20007-3541  
OIG WEBSITE: <http://www.oig.lsc.gov>

**CLASSIFICATION:** Band 2/Professional/Exempt

**BASIC FUNCTION:** The Office of Inspector General (OIG) of the Legal Services Corporation (LSC) is seeking an individual(s) to serve as an auditor working independently or on small professional teams responsible for conducting financial and performance audits of the programs, functions, and operations of the LSC and its nation-wide network of grantees. These audits are conducted in accordance with government auditing standards and may involve complex issues and cover varied topics. The audits can evaluate the economy, efficiency, and effectiveness of programs, determine the adequacy of management controls to mitigate risk, evaluate compliance with applicable laws and regulations, and identify fraud, waste, or abuse. In addition, projects include evaluating the work of public accounting firms to ensure the firm's annual audit of LSC grantees is in compliance with government auditing standards and guidance provided by the OIG. Travel is required.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The incumbent independently, or as a member of a team, participates in planning and executing audits and other OIG activities. Specifically,

Conducts audits, in accordance with generally accepted government auditing standards and office guidelines.

Gathers, compiles, and analyzes financial and operational data.

Ensures audit documentation and written reports include all applicable elements of findings.

Produces clear and concise written reports, briefing documents, correspondence, and analyses for internal and external audiences.

Provides briefings to staff and senior management on the results of the audits.

Demonstrates effective working relations as a team member.

Performs other related duties as assigned.

The individual(s) selected for this position may also serve as an auditor in charge depending on the nature of the assignment and the experience of the individual.

**COMPETENICES REQUIRED:**

*General:*

Basic knowledge of accounting and auditing principles, concepts, and practices. Ability to gather and analyze data and the ability to use computer software to organize, analyze, and present relevant information. Strong report writing and oral communications skills are required.

*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.

*Experience:*

One to three years auditing or other related analytical experience desired, but not mandatory.

**SALARY AND BENEFITS:**

Salary range \$50,855 to \$75,500 depending on experience and education. This salary range includes locality pay, plus an excellent benefits package.

**APPLICATION PROCEDURE**

Submit a detailed chronological resume (non-returnable), a cover letter and salary history. Electronic applications are strongly preferred. Materials can be sent in PDF, MS Word or Word Perfect format and should include reference to the Posting # for this Vacancy Announcement. Resumes will be considered as they are received.

Legal Services Corporation  
Office of Human Resources (#1217)  
3333 K Street NW, 3rd Floor  
Washington, DC 20007-3541  
Fax (202) 337-6383  
[www.LSC.gov](http://www.LSC.gov)  
[Jobs@lsc.gov](mailto:Jobs@lsc.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

If reasonable accommodation in the application process is needed, notify Human Resources at 202-295-1571.