

**Job Title: Auditor**

**Agency:** Federal Retirement Thrift Investment Board

**Job Announcement Number:** FRTIB-10-DE-003

**Salary Range:** 62,467.00 - 115,742.00 USD /year

**Series & Grade:** GS-0511-11/13

**Promotion Potential:** 13

**Open Period:** Thursday, February 04, 2010 to Wednesday, May 05, 2010

**Position Information:** Full-Time

Permanent

This position is open at the GS-11, GS-12, and GS-13 level.

More than one position will be filled. Moving and Travel expenses will not be paid.

The amount of travel required per month will be two to four days.

This position will be advertised until it is filled. **Please see the "How to Apply" section for the bi-weekly cut-off dates.**

**Duty Locations:** 1 vacancy - Washington DC Metro Area, DC

**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.

**Job Summary:**

If you...

- enjoy analyzing data
- have good organizational skills
- have good communication skills

Then look no further - we have just the job for you!

The Federal Retirement Thrift Investment Board (FRTIB) administers the Thrift Savings Plan (TSP). As an Auditor for the FRTIB you will be responsible for ensuring we use participant money in the best interest of the participant.

### **Major Duties:**

As an Auditor, your typical work assignments may include:

- Conducting audits consistent with Federal laws, regulations and Agency policy involving the thorough review, analysis, evaluation and reporting of financial operations, systems and controls;
- Preparing for scheduled internal audits by reviewing and clarifying audit objectives;
- Studying pertinent statutes, regulations, policies, Agency historical and current records and reports;
- Developing substantive recommendations for operational/financial improvements, areas for cost reductions and correction of control or procedural deficiencies based on findings and conclusions; and
- Finalizing the draft report phase of the audit, obtaining feedback/input from appropriate sources and participates with the Controller in post report activities.

### **Qualifications:**

**You must be a U.S. citizen to qualify for this position.**

If you are a current Federal government employee, you must meet time-in-grade restrictions by the closing date in which you submit your application for consideration.

**All applicants** must submit responses to the following Occupational Questionnaire. Each question has been assigned a numerical rating. **If you do not submit responses to the questions you will be deemed not qualified.**

### **Occupational Questionnaire:**

Answer each question on plain bond paper using a font size no smaller than 11 pitch.

1. **Choose the one answer that best describes your knowledge of accounting and auditing principles, concepts, and practices.**
  - a. I have supervised, lead teams, and performed senior level work consisting of examination and appraisal of financial records, financial and management reports, internal controls, policies and practices affecting or reflecting the financial condition and operating results for an organization or major business component of an organization.
  - b. I have examined and appraised financial records, financial and management reports, internal controls, policies and practices affecting or reflecting the financial condition and operating results of a sub unit or office of an organization.

- c. I have supported senior auditors performing relatively routine/non-complex tasks.
  - d. I have no working knowledge of accounting and auditing principles, concepts, and practices.
2. **Choose the one answer that best describes your auditing knowledge of 401k defined contribution plans.**
- a. I have acted as a manager or team leader for a large public or private sector organization(s) who exercised a high level of authority and influence over one or more functional components of the plan and I am considered an expert in internal control and related matters that impact the successful administration of plans.
  - b. I have been a mid level supervisor or senior specialist for small to medium-size public or private sector organization(s) engaged in various aspects of plan administration or oversight and I have an understanding of programs.
  - c. I have a basic working knowledge of auditing 401k defined contribution plans.
  - d. I have no working knowledge of auditing 401k defined contribution plans.
3. **Choose all that apply that describes your working knowledge of OMB Circular A-123 and/or Sarbanes-Oxley.**
- a. I have expert working knowledge of auditing experience in OMB Circular A-123 / Sarbanes-Oxley / Internal Control Assessments.
  - b. I have expert working auditing knowledge of engagements and project management experience on comprehensive OMB Circular A-123 / Sarbanes-Oxley / Internal Control Assessments.
  - c. I have working knowledge of OMB Circular A-123 / Sarbanes-Oxley / Internal Control Assessments.
  - d. I have working knowledge of auditing engagements and project management experience on portions of OMB Circular A-123 / Sarbanes-Oxley / Internal Control Assessments.
  - e. I have basic familiarity with OMB Circular A-123 / Sarbanes-Oxley gained performing routine work in a support capacity or through training and/or education.
  - f. I have no working knowledge of OMB Circular A-123 and/or Sarbanes-Oxley.
4. **Provide an essay relating to either an internal control or auditing experience you have incurred. Ensure you address the problem, your involvement, and the solution to the problem.** (Your response should be no more than one page using no smaller than 11 pitch font with margins at one inch.)

**You must score between 47 and 53 points on the Occupational Questionnaire and you must meet the following qualifications to qualify for a GS-11 position:**

- 1. Degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was

supplemented by 24 semester hours in accounting. (The term 'accounting' means 'accounting and/or auditing' in this requirement. Similarly, 'accountant' should be interpreted, generally, as 'accountant and/or auditor'.)

**OR**

2. Combination of education and experience -- at least four years of experience in accounting, or an equivalent combination of accounting and/or auditing experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
  - Twenty-four semester hours in accounting or auditing courses of appropriate type and quality;
  - A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **or**
  - Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field.

**You must score between 54 and 63 points on the Occupational Questionnaire and you must meet the following qualifications to qualify for a GS-12 position:**

1. Degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. (The term 'accounting' means 'accounting and/or auditing' in this requirement. Similarly, 'accountant' should be interpreted, generally, as 'accountant and/or auditor'.)

**OR**

2. Combination of education and experience -- at least five years of experience in accounting, or an equivalent combination of accounting and/or auditing experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
  - Twenty-four semester hours in accounting or auditing courses of appropriate type and quality;
  - A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **or**
  - Combination of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully

worked at the full-performance level in accounting, auditing, or a related field.

**You must score 64 or higher on the Occupational Questionnaire and you must meet the following qualifications to qualify for a GS-13 position:**

1. Degree in accounting; or a degree 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 semester hours may include up to six hours of credit in business law. (The term 'accounting' means 'accounting and/or auditing' in this requirement. Similarly, 'accountant' should be interpreted, generally, as 'accountant and/or auditor'.)

**OR**

2. Combination of education and experience -- at least six years of experience in accounting, or an equivalent combination of accounting and/or auditing experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
  - Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to six hours of business law;
  - A certificate as Certified Public Accountant or a Certified Internal Auditor or a Certified Fraud Examiner obtained through written examination; **or**
  - Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field.

**How You Will Be Evaluated:**

We will review your resume, degree and/or transcripts, and Occupational Questionnaire to ensure you meet the basic qualification requirements (provided above). You will be evaluated on key competencies such as auditing and/or accounting, and your 401k experience.

**Benefits:**

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at <http://www.usajobs.gov/EI/benefits.asp#icc>.

**Other Information:**

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you will not receive full consideration and will not be considered eligible.

The materials you send with your application will not be returned. Do not submit original documents that may be needed in the future.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

You will be required to serve a probationary period of 1 year.

**Interagency Career Transition Assistance Program (ICTAP).** The Interagency Career Transition Assistance Plan (ICTAP) provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility, 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified for the GS-11 you must score 53 points, the GS-12 you must score 63 points, and GS-13 you must score 66 points on the Occupational Questionnaire. You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on the Office of Personnel Management (OPM) Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**Selective Service:** If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov) for more information.

**Veterans' Preference:** If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference entitlement will be verified by the employing agency.

- For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty), official statement of service from your command if you are currently active duty, or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions.

- For 10-point veterans' preference, please submit Standard Form (SF) 15, *Application for 10-Point Veteran Preference* ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)) and the required documentation.

All applicants must be a United States citizen. This organization uses E-Verify to verify applicant's citizenship. Click on the link to find more information on E-Verify; <http://www.uscis.gov>.

### **How To Apply:**

Your complete application package will include:

1. **Resume/Job Application** - You must submit a résumé, Optional Form 612, Application for Federal Employment (OF-612), or any other written application form, such as a Federal style résumé. Ensure that your application package contains the following information: 1) vacancy announcement number: FRTIB-10-DE-003, 2) full name, 3) social security number, 4) mailing Address, 5) e-mail Address, 6) telephone numbers, and 7) country of citizenship.
2. **Educational Information** - Submit a copy of your degree. Only submit transcripts if your degree is outside the scope listed in the qualification paragraphs.
3. **Responses to the questions**
4. **Prior or current Federal government employees only** - You must submit your most recent Notification of Personnel Action (SF-50) and ICTAP/CTAP documentation (if applicable).
5. **Proof of Veterans' Status (if applicable)**

### **HOW TO SUBMIT YOUR APPLICATION:**

All faxed, e-mailed, mailed, or hand-carried applications must be received in the Human Resources office **no later than 5:00 p.m., Eastern Standard Time (EST), on the specified bi-weekly cut-off dates provided below. Please only submit your application once.**

### **BI-WEEKLY CUT-OFF DATES:**

**First** - February 18, 2010, **Second** - March 4, 2010, **Third** - March 18, 2010, **Fourth** - April 1, 2010, **Fifth** - April 15, 2010, **Sixth** - April 29, 2010, and **Seventh** - May 5, 2010.

Your application may be faxed, e-mailed, mailed or hand-carried to:

Federal Retirement Thrift Investment Board  
1250 H Street, NW Suite 200  
Washington, DC 20005

**Fax:** 202-942-1674

**Email:** [personnel@tsp.gov](mailto:personnel@tsp.gov)

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

For additional information about this position, please contact:

Office of Human Resources

Phone: 202-942-1600

**Contact Information:**

Human Resources Office

Phone: 202-942-1600

Fax: 202-942-1674

Email: [Personnel@tsp.gov](mailto:Personnel@tsp.gov) (All files must be as attachments)

Or write:

Federal Retirement Thrift Investment Board

1250 H Street NW

Suite 200

Washington, DC 20005

US

Fax: 202-942-1674

**What To Expect Next:**

This office **will not** contact you to discuss missing or illegible documents. Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:** 1801430