



POSITION ANNOUNCEMENT: AUDITOR GS-05 through GS-12 (TITLE 5)

Summary: The purpose of this position is to perform audits on a variety of programs within the Vermont National Guard to assess efficiency, effectiveness and compliance with program laws, regulations, and provisions.

Note: This advertisement is for a career progression GS-05 through GS-12. Incumbent will be hired at the GS pay grade commensurate to their demonstrated qualifications compared with the specialized experience listed in this advertisement.

Basic Requirements:

A. Degree: auditing; or a degree in a related field such as business administration, finance, 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.

OR

B. Combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. 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, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Specialized Experience:

GS-05 (6 months experience) Knowledge of professional accounting and auditing principles, concepts, and practices to perform entry level work and to learn conventional methods and techniques to carry out assignments. Uses a variety of standard accounting and audit techniques and procedures, including statistical techniques to collect and analyze data and prepare draft findings. Knowledge and skills necessary to gather, organize, and evaluate data and separate essential from nonessential data, and to gain skill in assessing the degree to which operations meet regulatory and procedural requirements and assist in developing findings/reports that identify operational problems and require corrective actions. Knowledge and skills to train as an auditor responsible for providing local commands and higher echelons with detailed briefings or position papers on the adequacy and accuracy of managerial and financial accounting systems and reports within the organization.

Overview

Applications accepted through:
May 3rd, 2024.

Pay grade: GS-05 – GS-12
GS-0511, Title 5 (Civilian)
Permanent
PD#: NGT5423P01; 5422P01;
5148P01; 5147P01; 5145P01
Salary Range: \$40,305 - \$115,127

Location: Camp Johnson,
Colchester, Vermont 05446



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Specialized Experience (Continued):

GS-07 (*12 months combined experience*) Knowledge of professional accounting and auditing principles, concepts, and practices along with a general knowledge of regulations, requirements, and practices to independently use conventional methods and techniques to perform assignments. Uses a variety of standard accounting and audit techniques and procedures, including statistical techniques to collect and analyze data and prepare draft findings. Knowledge and skills necessary to gather, organize, and evaluate data and separate essential from nonessential data. Also uses skill in assessing the degree to which operations meet regulatory and procedural requirements and assists in developing findings/reports that identify operational problems and required corrective actions. Knowledge and skills to train as an auditor responsible for providing local commands and higher echelons with detailed briefings or position papers on the adequacy and accuracy of managerial and financial accounting systems and reports within the organization.

GS-09 (*24 months combined experience*) Knowledge of professional accounting and auditing principles, concepts, and practices along with a general knowledge of regulations, requirements, and practices to perform assignments requiring conventional methods and techniques. Performs a variety of audit and analytical procedures, including statistical techniques to collect and analyze data and prepare draft findings. Knowledge and skills necessary to independently perform the assignment and to gather, organize, and evaluate data in multiple areas and separate essential from nonessential data. Also uses skill in assessing the degree to which program goals are met and assists in developing findings/reports that identify operational problems and required corrective actions. Knowledge and skills to serve as an evaluator responsible for providing local commands and higher echelons with detailed briefings or position papers on the adequacy and accuracy of managerial and financial accounting systems and reports within the organization.

GS-11 (*36 months combined experience*) Professional, comprehensive knowledge of accounting and auditing theories, practices, techniques, and standards; thorough knowledge of fiscal law and a knowledge of the organization's programs, functions, and policies to accomplish managerial accounting and operational assignments. Knowledge in the workings of accounting systems and the requirements to review and advise on business enterprise architectural problems or enhancements needed. Ability to examine output products to ensure the management tools are providing the necessary feedback for management to make sound decisions. Knowledge and skills to independently plan a variety of assignments and to gather, organize, and evaluate data in complex areas and quickly separate essential from nonessential data. Also uses considerable skill in assessing the degree to which program goals are met and develops findings/reports that clearly identify operational problems and required corrective actions. Knowledge and skills to serve as the auditor responsible for providing local commands and higher echelons with detailed briefings or position papers on the adequacy and accuracy of managerial and financial accounting systems and reports within the organization.

GS-12 You must have at least one year of specialized experience, equivalent to at least the GS-11 level, or equivalent pay band in other pay systems in the Federal government. This experience may also have been obtained in the private sector but must demonstrate that it is comparable to the GS grade indicated. Specialized experience which includes knowledge of accounting and auditing concepts, practices, techniques, and Comptroller General Standards in order to perform audit assignments, using the most advanced audit techniques. Knowledge of applicable laws and NGB policy, regulations, and guidelines to ensure that audit coverage is appropriate to meet established audit objectives. Ability to plan the audit, gather, organize, and evaluate data in complex areas and separate the essential from the non-essential. Skill in assessing the degree to which program goals are met and to develop findings/reports that clearly identify operational problems and required corrective action.



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Conditions of Employment:

Condition 1: Must be able to obtain and maintain the appropriate security clearance of the position.

Condition 2: May occasionally be required to work other than normal duty hours; overtime/comp time may be required.

Condition 3: Must become DoD FM Certified at the appropriate level within two years of employment and maintain bi-annual certification requirements.

Recruitment Allowance:

A recruitment incentive up to 25 percent of the annual rate of basic pay may be authorized for a newly appointed Federal Technician upon individual eligibility. There is a 24-month commitment required. Early departure will result in collection action. If qualified additional details will be provided.

Required Documentation to apply:

- 1: Resume
- 2: Transcripts
- 3: Certifications (if applicable)
- 4: SF 50 (For current Federal employees)
- 5: Writing sample (Upon request)

How to apply:

To apply for this position, email your resume, transcripts, and other required documentation to:

- adam.l.king3.civ@army.mil

You may direct any questions regarding the position or application process to:

- Mr. Adam L. King, Supervisory Auditor: adam.l.king3.civ@army.mil or 802-338-3217.