



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRCOIG 001  
OPEN: JUNE 4, 2010  
CLOSE: JULY 2, 2010**

**POSITION TITLE:** SENIOR AUDITOR  
**OFFICE OF INSPECTOR GENERAL**

**GRADE:** PRC - 5

**SALARY RANGE:** \$83,314 TO \$133,303

**LOCATION:** OFFICE OF INSPECTOR GENERAL  
POSTAL REGULATORY COMMISSION  
901 NEW YORK AVENUE, NW, SUITE 230  
WASHINGTON, DC 20268-0001

**POSITION WHO MAY BE CONSIDERED:** FULL TIME  
OPEN TO ALL U.S. CITIZENS

The Postal Regulatory Commission Office of Inspector General is seeking a highly motivated individual with exceptional analytical and communication skills to serve as Senior Auditor.

## **OVERVIEW**

The Office of Inspector General (OIG) is responsible for promoting economy and efficiency in Commission programs and operations and for preventing and detecting waste, fraud, abuse and mismanagement. The OIG conducts independent audits, investigations, inspections and evaluations of the Commission's systems and processes, as appropriate. The OIG develops fact-based reports to keep the Chairman and Congress informed of areas where vulnerabilities can be reduced or where efficiencies can be obtained.

## **DUTIES**

The Senior Auditor will conduct independent audits, inspections and evaluations using relevant Government Accountability Office (GAO) and Council of Inspectors General for Integrity and Efficiency (CIGIE) standards; identify appropriate topics for audits; draft fact-based reports detailing results of audits and inspections; document audit and inspection findings and recommendations in working papers; and review and analyze methods, procedures, practices, processes, and systems used to accomplish OIG activities and provide recommendations for corrective action to the Inspector General when appropriate.

## **QUALIFICATIONS AND EVALUATION**

Candidates will be evaluated and ranked by a screening panel based on evidence of his or her ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Commission's Inspector General for selection.

## **Education**

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher 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/36 quarter hours in accounting. The 24 semester/36 quarter hours may include up to 6 semester/9 quarter hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. Combination of education and experience--at least four (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:

--Twenty-four semester/36 quarter hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 semester/9 quarter hours of business law;

--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/22 quarter hours, but that does not fully satisfy the 24-semester-hour/36-quarter-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 four-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester/36 quarter hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

## **Experience**

At least one year of accounting/auditing experience equivalent to the GS-12 level. Examples of qualifying specialized experience may include: (1) Participating in financial and financial-related audit assignments including surveys, audits, follow-up audits, incurred cost audits, and special audits and analyses; and (2) Assisting in documenting results of analyses in accordance with Generally Accepted Government Auditing Standards (GAGAS).

To be eligible for consideration, you must have experience that has equipped you with the ability, skills and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. The work requires analytical ability, judgment, discretion, ability to work independently and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

## OTHER INFORMATION

You **must be a U.S. citizen or national** to be eligible for this position.

If you are a male 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 Selective Service Law.

The Postal Regulatory Commission Office of Inspector General is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

If you need reasonable accommodation for a disability, please contact 202-789-6817. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

**Relocation expenses will not be paid by the agency.**

## HOW TO APPLY

Please submit a cover letter, resume or Optional Application for Federal Employment (OF-612), and salary history along with a narrative describing your experience related to the qualifications described above. Your narrative must not exceed three (3) typewritten pages.

### Submit application materials to:

Office of Inspector General  
Postal Regulatory Commission  
Attn: Vacancy Number: PRCOIG-001  
P.O. Box 50264  
Washington, DC 20091

Faxed applications will be accepted. Fax to 202-354-5217. Applications will also be accepted by email at [prcoigjobs@prc.gov](mailto:prcoigjobs@prc.gov).

All applications must be received no later than July 2, 2010.

## BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

**Life insurance** coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

**Alternative work schedule** options are available.

If you use public transportation, part of your **transportation costs** may be subsidized.

**Tele-work / telecommuting** may be made available.

You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

#### **Where can I get additional information?**

You can get forms and additional information from the Commission's personnel office at 202-789-6840.