



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**



TECHNICIAN VACANCY ANNOUNCEMENT # 12-012

Position Title: Auditor
Open Date: 13 January 2012
Closing Date: 10 February 2012
Series/Grade: GS-0511-09/11/12
Salary Range: \$47,448 to \$89,450 (plus Cola of 13.84%)
Type of Appointment: Excepted
Military Grade Required: OFF: 01-04; WO: W01-CW4; ENL: E5-E9
Compatible MOS: OFF: 44A, 45A, 92A; WO: 420A, 920A/B; ENL: CMF 44, 42; MOS: 92A/Y/Z
Duty Location: USPFO Building
Selecting Official: Ms. Jerraine Miller
Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the Internal Review Division. The purpose of the position is to perform audits on a variety of programs and to assess efficiency, effectiveness and compliance with program laws, regulations, and provisions. Serves as an auditor-in-charge of audit programs or difficult audit projects. Synthesizes the work of team members to develop a completed audit product; assesses the progress of subordinate team members in their individual assignments; and provides performance feedback to team members regarding weaknesses and approaches to fact-finding. Such information is provided to a higher level supervisor for consideration in interim and annual performance appraisals, and assessment of overall program management. Audits projects without precedent or of such a nature as to require original assessment and considerable judgment to develop an audit plan and devise detailed fact-finding techniques. Studies available background material to gain program information and discover leads. Conducts entrance conferences with management officials at the audit site. Performs survey work to identify potential operating/financial management problems. Accomplishes audit steps in concert with Comptroller General Standards and a variety of audit techniques (e.g., interviews, computer assisted, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Prepares audit reports that present findings, identify causative situations and recommend corrective action. Performs audit follow-up on agreed-to findings, recommendations and monetary benefits made during the previous audit. Provides unscheduled, quick reaction troubleshooting capabilities to the command to prevent or correct serious, high-profile problems. Performs other duties as assigned.

Qualification Requirements

General Experience: Must have 24 semester hours of accounting/auditing courses. The 24 semester hours may include up to 6 hours of credit in business law. A bachelor's degree in auditing or a 4-year degree in a related field such as business administration, finance, or public administration is desired, however, it is not mandatory as long as the 24 semester hours of accounting/auditing courses have been met. The nature and quality of required course work must have been such that it would serve as a prerequisite for more advanced study in the field or subject-matter area. Related course work generally

refers to courses that may be accepted as part of the program major. USDA Graduate Courses are not creditable for qualification purposes unless a college or university has reviewed the course, determined it creditable, and credited the coursework in transcripts.

Specialized Experience: Must have a minimum of 24 months specialized experience to qualify for the GS-09 or a minimum of 36 months specialized experience to qualify for the GS-11/12 which demonstrates the experience in reviewing program documents as well as previous audit reports to determine compliance with governing regulations; identifies unusual and questionable practices; develops and reports an opinion on the economy and efficiency of the operations and recommends corrective action.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Professional 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.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance is required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course(s) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

You application package **must** have these documents to be considered:

Optional Form 612 **or** Resume
Non-flagging Memorandum

Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



K.A.A. SCHJANG
LTC GS
Human Resources Officer

INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.

C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
- (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**