

Job Posting Title

Audit Manager

Effective Date

01/13/2012

Reference Code

E-90151706

Additional Information

\$92,000 to \$134,000

Job Title

Audit Manager (1)

Company

Amtrak

Department

Office of Inspector General

Project

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

****PLEASE NOTE: ****

Amtrak OIG is not a Federal agency. Our employment opportunities are not Federal jobs.

Tasks

The Audit Manager oversees a number of multidisciplinary teams conducting independent, objective GAGAS compliant performance, IT/technical or financial related audits of Amtrak programs and operations. These audits include assessments of the economy, efficiency and effectiveness of the Amtrak programs and operations, adequacy of internal controls, compliance with laws, regulations policies, contracts and/or grants; and adequacy of financial statements, controls, etc. The primary responsibility of this Audit Manager is leading a team overseeing the work of the independent public accountant auditing Amtrak's financial statements. The

incumbent manages audit resources and staff assigned to audits, ensuring the quality and integrity of all related products, and actively participates to support the efforts of the Senior Director for Governance in employee development, training, planning and strategy as required.

Specifically, the Auditor Manager:

- Provides management, oversight and leadership to the audit and analytical teams to keep projects on track and ensure quality work in the process. Provides leadership in both audit matters as well as administrative programs.
 - Provides vision, direction, and focus to align audit/analytical work to accomplish the Inspector General's strategic goals by supervising multiple, highly complex, or sensitive audits, ensuring soundness and integrity of audits and the effective utilization of assigned staff within and across units.
 - Provides context to subordinates in terms of Amtrak and IG strategic plans and objectives and ensures that the audit organization develops tactical plans in concert with the overall strategic mission of the organization.
 - Plans new engagements by developing tactical plans that support the OIG strategic plan as well as audit proposals that detail the benefit of committing resources to performing the work.
 - Develops audit program guides that address the audit objectives and provides a clear path for developing convincing findings and actionable recommendations.
 - Supervises the collection and analysis of all data; and ensures that evidence collected is sufficient, and relevant, and properly documented in the project work papers and complies with GAGAS and Amtrak OIG's policies and procedures.
 - Develops well supported findings that take into account cost-benefits of recommendations and articulates audit reports to effectively influence process improvement, cost containment, and recoveries on all types of assignments.
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- Produces final products, such as briefings, message meetings, reports, testimonies, and/or fact sheets; and ensuring all products are clear, convincing, accurate, and thorough.
 - Keeps OIG management informed of the progress and potentially controversial matters that may affect timely completion of engagements.
 - Provides effective supervision and leadership including: (1) identifying and resolving problems that could impact project goals; (2) establishing priorities and adjusting schedules to accomplish the work as timely as possible; and (3) effectively utilizing resources.
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- Recruits, trains and leads a diverse multi-disciplined staff of professional auditors and analysts and ensures that the human capital needs of the IG are met.
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- Develops highly productive working relationships with internal and external parties, fosters teamwork, collaboration and coordination.

Requirements

EDUCATION:

Bachelor's Degree in Business, Accounting, Finance, Public Administration, or other related field, or equivalent combination of education, training and work experience.

PREFERRED EDUCATION:

An advanced degree from an accredited university in Business, Accounting, Finance, Public Administration, or other related field, or equivalent combination of education, training and work experience

Professional certification, such as CPA, CIA, CISA, CFE's preferred.

WORK EXPERIENCE:

The ideal candidate should possess:

- 1) Demonstrated relevant experience that includes conducting performance audits and conducting or overseeing financial statement audits conducted by independent public accountants
- 2) Strong understanding and ability to apply GAGAS, GAAP, and other auditing standards
- 3) Proven analytical, problem solving and project management skills.
- 4) Experience in drafting and finalizing performance and/or financial audit reports
- 5) Experience using Teammate or similar audit management systems
- 6) Proficiency in MS Office

PREFERRED WORK EXPERIENCE:

Familiarity with the accountability community (e.g., OIG, GAO)

Familiarity with passenger rail operations and/or transportation operations

Experience using Word 2010, Excel, ACL or other analytic tools

Experience working for a public accounting firm

COMMUNICATION AND INTERPERSONAL SKILLS:

Superior communication and interpersonal skills

PLEASE NOTE:

Pre-employment physicals and a drug screen are required, as well as successfully passing a background investigation.

TRAVEL:

Yes

RELOCATION:

Yes

Contract Type

Regular

Location

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City

Washington