

***Job Posting Title***

Sr. Auditor

***Effective Date***

12/07/2011

***Additional Information***

\$89,000 to \$112,000

***Job Title***

Sr. Auditor (2)

***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.

***Tasks***

**SUMMARY OF DUTIES:**

The Sr. Auditor works as part of or leads a multidisciplinary team conducting independent, objective, GAGAS-compliant performance, IT/technical or fiscal audits of Amtrak programs and operations.

Specifically, the Sr. Auditor:

- Is responsible for engagement stages from design, data collection and analysis, and message development, to drafting segments of products that are technically complete and appropriately targeted to the audience
- Plans new engagements by submitting tactical plan suggestions that support the OIG strategic plan as well as reviews proposals that detail the benefit of committing resources to performing the work
- Develops program guides that address the audit objectives and provides a clear path for developing convincing findings and actionable recommendations

- Functions as team leader in the collection and analyses of all data; and ensures that evidence collected is sufficient, 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 reports to effectively influence process improvement, cost containment, and recoveries on all types of assignments
- Integrates the results of team members' work and analysis into findings, conclusions and recommendations to be presented in audit reports, briefings and other related products
- Drafts 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 guidance 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
- Develops highly productive working relationships with internal and external parties, fosters teamwork, collaboration and coordination and serves as a technical expert to Amtrak, Amtrak contractors and others.

## **Requirements**

### **EDUCATION:**

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

### **WORK EXPERIENCE:**

The ideal candidate should possess:

- 1) 5+ years relevant experience that includes conducting performance and incurred cost audits of contracts related to analyses of programs and operations
- 2) Strong understanding and ability to apply GAGAS, GAAP, and other audit policies and procedures
- 3) Experience using Teammate or similar audit management systems
- 4) Proficiency in MS Office

### **PREFERRED WORK EXPERIENCE:**

Familiarity with the accountability community preferred; Familiarity with passenger rail operations and/or transportation operations preferred

### **COMMUNICATION AND INTERPERSONAL SKILLS:**

Superior communication and interpersonal skills; strong analytical and problem-solving skills

TRAVEL: Yes

RELOCATION: Yes

## **Contract Type**

Regular

## **Location**

30th Street Station

## **City**

Philadelphia