



PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

WASHINGTON, D.C. 20427

POSITION DESCRIPTION **Internal Controls Officer** **GS-0511-13 - 15/6**

JOB TITLE: Internal Controls Officer

AGENCY: Privacy and Civil Liberties Oversight Board ("PCLOB")

SALARY RANGE: \$92,145.00 - \$149,432.00

SERIES/GRADE: GS-0511-13 - 15/6

POSITION INFORMATION: Full-Time - Excepted Services

DUTY LOCATION: Washington, DC

WHO MAY APPLY: United States Citizens

SECURITY CLEARANCE: Top Secret

SUPERVISORY STATUS: No

CLOSING DATE: April 15, 2016

JOB SUMMARY:

The Privacy and Civil Liberties Oversight Board (the "Board") is an independent agency within the Executive Branch established by the Implementing Recommendations of the 9/11 Commission Act, signed into law in August 2007. The mission of the Board is to ensure that efforts by the executive branch to protect the nation from terrorism are appropriately balanced with the need to protect privacy and civil liberties. The Board carries out this mission by conducting oversight and providing advice regarding counterterrorism authorities and activities.

This position is located in the Office of the Chief Management Officer ("OCMO"). The OCMO fosters excellence throughout the agency through policy development, oversight, and stakeholder engagement in support of business functions.

The incumbent will serve as the Deputy Chief Management Officer in the Office of the Chief Management Officer with responsibility to maintain financial controls and continuous analysis of the agency's budgetary and financial data.

The incumbent will be responsible for establishing reporting requirements within the agency, establishing and administering financial control procedures, and ensuring requisite program and reprogramming approvals are obtained.

The incumbent will design and prepare all summary financial data presentations on the development and execution of the agency's budget and provide technical guidance to the Board.

*****Note: The Board is currently located at 2100 K Street, NW, Washington, DC. In the fall of 2016, the Board will be relocating its offices, moving first to interim space located in College Park, Maryland. In 2017, once the Board's new offices are ready, the agency will then move to 1120 Vermont Avenue, NW, Washington, DC. *****

POSITION DUTIES:

The incumbent provides assessments of, and reasonable assurance about the agency's reported financial condition, results, and use of resources in accordance with governing criteria. Conduct or oversee audits on the agency's financial statements and other financial-related audits. Gather and analyze information, draft findings and recommendations, and prepare reports in accordance with federal guidance and Auditing Standards. Follow-up on report recommendations to ensure appropriate corrective actions are identified and implemented.

With minimum supervision, the incumbent will research, plan, and conduct financial review, as well as prepare the agency for outside audits in accordance with set standards. The incumbent will have an opportunity to participate in all aspects of the audit cycle from development of an annual audit plan through follow-up on recommendations. The selectee must have a strong ethical commitment to ensure integrity, efficiency, and effectiveness; possess knowledge of the theory, concepts, practices, and techniques of government auditing; be self-motivated and able to work independently as well as in a team environment; have strong oral and written communication skills; and must have the ability

to work on multiple tasks with short deadlines while prioritizing as necessary to meet critical needs.

TRAVEL REQUIRED: No.

RELOCATION AUTHORIZED: No

KEY REQUIREMENTS:

- U.S. Citizenship,
- Resume and/or supporting documentation (see How to Apply),
- Must have a Top Secret clearance,
- Must be able to obtain an SCI clearance, and
- You will be required to serve a two-year trial period.

SUMMARIES OF DUTIES:

- Evaluates strategic financial improvement and planning initiatives to support auditability priorities and to identify challenges that require enterprise level transformation.
- Recommends specific actions to the OCMO and the Board regarding challenges that require enterprise level transformation.
- Ensures proposed actions are compliant with applicable statutes and regulations. Evaluates component financial statement audit assertions to ensure that credible assertions are prepared.
- Ensures that financial management improvement activities support the President's Management Agenda and the goals of the agency's Strategic Plan.
- Builds collaborative opportunities and communication bridges within the agency, external federal interagency entities, and industry experts to grow a culture that recognizes and appreciates the value and benefits of being auditable.

GENERAL - SPECIALIZED EXPERIENCE:

1. At least one year of that experience must have been specialized at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

2. A four year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Education will be verified upon selection and prior to appointment (must provide SF-50 demonstrating 1102 series). All applicants must include transcripts with your application or you will be considered not eligible for this position.

QUALIFICATIONS REQUIRED:

If your resume does not include a narrative description of how you meet the GENERAL, SPECIALIZED experiences, and OTHER requirements, you may lose consideration for this position. In order to receive consideration the applicant:

Basic Requirement:

1. Have Top Secret security clearance and be able to obtain an SCI clearance in a short period of time.

AND

The Applicant must meet "A" or "B" below to receive further consideration for this position.

- a) Possess a four-year 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 hours in accounting. The 24 hours may include up to six ("6") hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.") Applicants must provide transcripts at time of application.

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 (Must provide supporting documentation at time of application):

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; OR
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 four-year course of study described in paragraph A; and (c) except for literal non-conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

PREFERRED QUALIFICATIONS:

1. Experience working in the Intelligence Community.
2. Knowledge and experience in the technical and financial evaluation of programs including budget formulation, budget execution, and reprogramming of appropriated funds for optimal use of resources.
3. Demonstrated skill in applying comprehensive knowledge of budget policy and procedures while reviewing, analyzing and advising Financial Management leaders (or equivalents) on the progress and timeliness of compiling complex and variable services of a major program/budget data.
4. Demonstrated ability to analyze and understand complex budget and financial management issues and manage financial systems reporting requirements to ensure that budgetary and financial systems' reporting supports the agency's mission, program, and national security objectives.

HOW TO APPLY INSTRUCTIONS:

Your application must be received by 11:59 p.m. ET on the closing date of this announcement. To begin your online application, send complete application packages to

jobs@pclob.gov. Please see the “Required Documents” section for the full description of a complete application package.

REQUIRED DOCUMENTS:

1. **Cover letter**
2. **Your resume**
3. **Writing Sample.** All applicants will be required to submit a recent writing sample (5-15 pages in length) relevant to the position.
4. **References.** All applicants must submit three to five professional references.