

Classification: Auditor, NH-0511-II
Local Title:
Employing Office Location: Orlando, Florida
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
 1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
 2nd Div:
 3rd Div:
 4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Walter Pezzolo

Title: Auditor

Signature: _____ /s/ _____ **Date:** 4/14/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ **Date:** 4/14/03

FLSA:	Exempt	BUS Code: 7777	CL: 218
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status: Competitive	
Reason for Submission:	New	Subject to IA: No	
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:		CAPL Number:	
Acq Career Level:		Acq Posn Type:	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> Confidential Financial
Citation 1: USOPM PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-500, Dec 2000			
Citation 2: AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99			

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Auditor, NH-0511-II

III. Duties:

As an auditor in an internal review and audit compliance function, performs duties in the following areas.

AUDIT ASSIGNMENTS

1. Performs a variety of audit assignments to include those of medium complexity that usually require the use of conventional and advanced auditing techniques in gathering and evaluating pertinent data. Examples would include an audit that determines whether an entity is managing and utilizing its resources economically and efficiently.

Studies a variety of background material and guidelines to gain program information and discover leads. This material would include previous audit and inspection reports, applicable Army regulations and GAO guidelines. Prepares audit program based on use of the most appropriate audit techniques.

Conducts entrance conferences with management officials at the audit site. Explains the purpose and procedures for the audit and answers questions.

Performs survey work to identify potential operating problems. For example, reviews operating procedures and management practices of the activity. Prepares audit lead sheet to identify any potential weaknesses internal controls. Documents survey results in accordance with Comptroller General Standards and DA policies.

Accomplishes audit steps by applying Comptroller General Standards and a wide range of audit techniques (e.g., interviews, computer assisted audit techniques, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Prepares working papers and files in,

accordance with Comptroller General Standards.

Drafts audit reports which present findings, identifying causative situations and recommends corrective action. Following this report preparation, conducts a discussion of findings with activity level personnel. Incumbent explains findings and answers questions. Makes necessary adjustment to findings based on this meeting.

Performs audit on agreed-to findings and recommendations and monetary benefits made during previous audits. Reports to PEO on the status of corrective actions taken by functional activities.

Provides unprogrammed, quick reaction troubleshooting capabilities whose objective is to prevent serious problems from developing.

70%

2. Serves as the principal auditor on a single organization/functional audit whose objectives would characterize the review as an economy and efficiency and/or program results. Performs all the following, but does not lead lower graded employees.

Estimates resource requirements, establishes time controls for sub-objectives and obtains information required to properly plan the audit.

Summarizes survey results Including preparation of a problem sheet (outline of potential findings) for each weakness identified.

Prepares own findings and reviews deficiencies identified by other assigned auditors, including their estimate of potential monetary benefits.

Evaluates replies to tentative findings and recommendations, makes adjustments as appropriate and finalize audit observations and conclusions.

30%

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to

mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Professional knowledge of accounting and auditing concepts, practices techniques and Comptroller General Standards

Knowledge of applicable laws and Army policy regulations, e.g., audit-by- objectives and internal control programs

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to advise others