Writing Your Federal Résumé

Job Opportunity Announcement

Auditor
GSA, OFFICE OF INSPECTOR GENERAL

Salary Range
$38,790 to $69,545 / Per Year

Series & Grade
GS-0511-07/09

Promotion Potential
1

Supervisory Status
No

Who May Apply
All U.S. Citizens and Nationals who meet the eligibility requirements for the Pathways Recent Graduate Program as explained below under "REQUIREMENTS".

Control Number
RG-3524792500

Job Announcement Number
JA-2013-7-005

Work Schedule is Full Time – Recent Graduates

Opened Thursday 2/28/2016
(3 day(s) ago)

Closes Saturday 3/9/2016
(6 day(s) away)

Few vacancies in the following locations:
Washington, DC
Atlanta, GA
New York, NY
Job Opportunity Announcement

Auditor
GSA, OFFICE OF INSPECTOR GENERAL

Agency Contact Information
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Control Number
3524792500
Job Announcement Number
JA-2013-07-045

Auditor
GS – 0511 – 07/09

Job Opportunity Announcement
Overview

Job Overview
Summary

About the Agency
We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency to promote economy, efficiency, and effectiveness in the administration of the agency, and (b) to prevent and detect fraud and abuse in agency programs and operations. The OIG reports to the agency head and Congress through semi-annual and other reports.

The GSA OIG operates as an autonomous entity within GSA under a presidentially appointed, Senate confirmed Inspector General who supervises a diverse team of over 300 professionals in headquarters' administrative, legal, and operational components and in regional operational offices throughout the country.

The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and avoid waste in the GSA’s activities. In one fiscal year, our OIG’s reasonable efforts resulted in GSA millions in...

Duties

Duties
This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher-level auditors in determining areas of high risk to focus on during an audit; and 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:
- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required
- Occasional Travel
- Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Relocation Authorized
- No
Qualifications

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

**GS-7 applicants** must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

**GS-9 applicants** must have two (2) years of progressively higher level graduate education leading to a master’s degree or equivalent graduate degree or (1) year of specialized experience.
Benefits and Other Information

What To Expect Next
Once your completed application is received, your qualifications will be evaluated. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. Applicants may also check the status of their application on-line 24 hours a day through USAJOBS.

Thank you for your interest in working for the U.S. General Services Administration, Office of Inspector General.

BENEFITS
Review our Benefits

Other Information
BARGAINING UNIT STATUS: None

- This vacancy announcement does not preclude filing this position by other means. Management also has the right not to fill the position.
- Travel and transportation expenses may be authorized for interviews. Relocation expenses are not authorized for this position.

Contact Information

General Services Administration
Office of Inspector General

Contact Information:
Phone: 202-293-1003
Email: Joe.government@gsa.gov

Address:
Office of Inspector General
1800 F Street NW, Room 3444
Washington, DC
20405
Fax: 202-293-1023
How to Apply

Job Overview

Summary

About the Agency

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How to Apply

You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit Applying for a GSA Job.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select “Apply for This Position Now.”
2. Complete your personal information within USAJOBS. Once you’ve been redirected to GSA’s automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position; to be sure that it is up to date.
3. Respond to all of the vacancy specific questions.
How to Apply

How You Will Be Evaluated
Category rating will be used to rank candidates into one of the three Quality groups: Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human-Resources Specialist.

To preview questions please click here.

Required Documents

How to Apply

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Required Documents

How to Apply

Required Documents

- Job Opportunity Announcement (JOA)
  - Qualifications
  - Occupational Questionnaire
    - Linked from the JOA
  - Duties
Your Résumé

• Your résumé:
  – Your best marketing tool
  – Communicates your qualifications
  – Shows you can provide immediate results
  – Should be tailored for each job
  – Has no page limitations
  – Is your first and often only impression

Format

• Reverse chronological order:
  – Lists your most recent experience first then work backwards listing previous jobs
  – Include job-relevant paid/unpaid experience
  – Recommended for Federal résumés
Resume Information

- General Information Only
- Experience Only
- Experience and Accomplishment
  (Two part answer = IDEAL)

General Information Only

- Typically a 1 page resume
- Often used on every application
- Provides a vague overview of skills
- Does not capture qualifications
Experience Only

• **Provides experience:**
  – **Amount of experience:**
    • “Managed an 8 person team over 15 years...”
  – **Level of experience:**
    • “Routinely advised and briefed organizational senior executives on...”

  Note: Repetition is OK

• **Does not provide:**
  – Why you, over someone else (Accomplishment)

Experience and Accomplishment

(Two part answer = **IDEAL**)

• **Provides experience:**
  – Amount of experience:
  – Level of experience:

  Note: Repetition is OK

• **Provides accomplishment:**
  – Who was impacted?
  – What were the cost savings?
  – Did you exceed deadlines?
  – Did you receive awards or recognition?
  – What changed/improved?

• **Helps answer:**
  – How well do you do the task?
  – Why should we hire you over others?
Language Matters
(Two part answer)

• Before:
  Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

• After:
  Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

Information

• Personal sources:
  — Former job descriptions
  — Supervisory reviews and feedback
  — Transcripts
  — Course feedback
  — Military honors
  — Awards and recognition
  — Customer acknowledgements
  — Survey results
Information

- Think outside the box
  - Leadership roles in social organizations
  - Volunteer experiences
  - Projects
  - Professional/Academic challenges or successes
  - Special assignments
  - Travel experiences

Skills

- Create
  - A list of your skills and match them to job types (Skills Profiler)
  - https://www.careerinfonet.org/skills/?ES=Y&EST=skills+profiler

www.careeronestop.org
Skills Profiler

System Skills

- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Translate

- **Veterans**
  - Translate military career fields to Federal occupations
  - [http://www.dllr.state.md.us/mil2fedjobs/](http://www.dllr.state.md.us/mil2fedjobs/)
MIL2FEDJOBS

Service Member/Veteran Search

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service:
- Army ○ Navy ○ Air Force ○ Marine Corps ○ Coast Guard

Personnel Category:
- Enlisted ○ Officer ○ Warrant Officer ○ Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:
- 36A - Financial Manager

- or -

Military Occupation Title:
- Financial Manager - 36A

Federal Occupational Series Related to
Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see Federal Career Considerations.

Click on column headings to sort. Click on the numbers above and below the table to page through results.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
<th>Federal Job Family</th>
<th>Search for a Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>0340</td>
<td>Program Management Series</td>
<td>WHITE</td>
<td>0300 - GENERAL ADMINISTRATIVE, CLERICAL AND OFFICE SERVICES GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0343</td>
<td>Management and Program Analysis Series</td>
<td>WHITE</td>
<td>0300 - GENERAL ADMINISTRATIVE, CLERICAL AND OFFICE SERVICES GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0501</td>
<td>Financial Administration and Program Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0503</td>
<td>Financial Clerical and Technical Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0505</td>
<td>Financial Management Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0510</td>
<td>Accounting Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0511</td>
<td>Auditing Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0512</td>
<td>Internal Revenue Agent Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0525</td>
<td>Accounting Technician Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
</tr>
<tr>
<td>0526</td>
<td>Tax Specialist Series</td>
<td>WHITE</td>
<td>0500 - ACCOUNTING AND BUDGET GROUP</td>
<td>USAJOBS Now</td>
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Process

• 3 steps:
  – Review
    • Understand the requirements
    • Select in or select out
  – Identify
    • Find keywords and phrases
    • Highlight
  – Align
    • Place information into bullets
    • Match personal experiences/accomplishments

Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.
In addition to OPM’s basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

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GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master’s degree or equivalent graduate degree or (1) year of specialized experience equivalent to at least the GS-7 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.
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**Match your experiences beginning with your current/most recent job**
GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,

Experience and accomplishment (Two part answer)

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
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- Verifying the accuracy of computations;
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Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
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- Conduct multiple segments of complex audits.

Annually verified over 500 source reports and identified weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and $52,000 in labor savings.

- Performing routine technical accounting assignments;
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Current Most Recent Job/Experience

- Experience and accomplishment (Two part answer)
- Experience and accomplishment (Two part answer)
- Experience and accomplishment (Two part answer)
- Experience and accomplishment (Two part answer)
- Experience and accomplishment (Two part answer)
Align

Repeat the process if you have other experience.

Questionnaire

How You Will Be Evaluated

The category rating procedure is being used to rank candidates. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.
Résumé Summary

• Highlight your knowledge, skills, abilities and experience as it relates to the job.
  • Use keywords/phrases or short sentences
  • Paint a picture
  • Include your security clearance, if applicable
  • Complete only after you have listed all of your experience and accomplishments

USAJOBS

• Special hiring authorities:
  — Veterans Recruitment Appointment (VRA)
  — Veterans 30% or more disabled
  — Disabled veterans who completed VA training
  — Schedule A for people with disabilities
  — Military Spouse
  — Certain former overseas employees
  — AmeriCorps VISTA, Peace Corps

• Sensitive information and photographs
USAJOBS Resume Builder

Allows users 5 Resumes
- Upload
- Build
- Combination

Add New Resume
Build resume
Upload resume

Resume Builder
Resume Builder

Experience

All fields are required unless otherwise noted.
Education

Education:
University of Maryland College Park, MD United States
Bachelor’s Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting Honors: Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
- Auditing Theory and Practice
- Government Accounting
- Accounting I
- Accounting II
- Managerial Accounting
- Accounting Systems
- Taxation of Individuals
- Ethics and Professionalism in Accounting
References

Other Qualifications
Cover Letter

• Highlights experience
• Allows compelling language
• Optional

Additional Tips

• Write in plain language
• Show specialized experience
• Avoid acronyms
• Use spelling and grammar checks
• Have someone review
• Apply early as some JOAs limit the number of applications accepted
Summary

- Review the entire JOA
  - Understand the requirements
  - Assess your skills
  - Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé

Questions
Email: Outreach@opm.gov