



District of Columbia National Guard

Accelerated Hiring Announcement

Title 5 Civilian

DC-AHA-AR-26-021



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION Col Robert Goodin robert.j.goodin.mil@army.mil	OPENING DATE: 04 August 2026	CLOSING DATE: 18 August 2026
	Position Title: Auditor Title 5 Grade: GS-0511-11	
	AREA OF CONSIDERATION: GROUP I Current onboard DCNG Title 32 and Title 5 Federal Employees only	
Position Location: United States Property & Fiscal Office, Joint Base Anacostia Bolling.	NOTE: This position is subject to provisions of the DoD Priority Placement Program. 3R (Recruitment, retention and relocation) benefits may be available	
INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below. REQUIRED DOCUMENTS: 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length. 2. Current SF-50 3. Transcript and/or certificates as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination. 4. Please submit completed packages to: Col Robert Goodin robert.j.goodin.mil@army.mil		
GENERAL EXPERIENCE: In addition to meeting the basic entry qualification requirements, evaluate applicant's knowledge, skills, and abilities for: • Skill in collecting and analyzing data effectively, efficiently, and accurately; • Skill in applying procedures and directives by reading and interpreting program material; • Ability to comprehend and/or apply problem solving and negotiating techniques; • Skill in presenting formal training presentations and briefings; • Ability to prepare reports and presentation formats.		

SPECIALIZED EXPERIENCE:

Must have 1-year equivalent specialized experience to at least the next lower grade level before being eligible for the next grade level. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the audit occupational series and grade.

Experiences gained through military technical training schools or civilian academic courses or related civilian work are included in the one-year on-the-job specialized experience.

The applicant's educational degree study program or military or civilian academic courses may substitute for **some** specialized experience.

EDUCATIONAL REQUIREMENTS:

Educational requirements include a degree Accounting, auditing; or a degree including auditing courses 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 6 hours of credit in business law.

Combination of education and experience:

At least 4 years of experience in Performance Auditing, or an equivalent combination of performance auditing experience, college-level education, and training that provided professional auditing knowledge.

The applicant's background must also include one of the following:

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.

POSITION DESCRIPTION:

1. Utilizing professional accounting and auditing knowledge, provides recommendations in the solution of accounting and operational problems and implementation of new or changed regulations, procedures and analyses of automated systems. Performs complex professional accounting and review activities involving in the analysis of accounting records. Conducts in-depth research and analysis in the coordination and resolution of problems. Develops position papers and fact sheets that interpret and explain reports and accounting data. Determines the scope of studies based upon a review of material received, familiarity with operations and relationship of financial management and its automated systems.

2. Reviews automated accounting and financial systems and identifies the need for changes to enhance system capability to track and report financial reports and operational data used by local management. Evaluates computer system logic and program guidelines in order to recommend automated accounting software processes to enhance the analysis of information for the unit and other resource managers. Evaluates the impact on current and future systems and makes recommendations to ensure the organization has the needed equipment/software to meet the needs of managers.

3. Performs a variety of internal review assignments of medium complexity that require ingenuity in applying conventional and advanced techniques in gathering and evaluating pertinent data. Utilizes professional accounting and audit skills to maintain oversight for implementing appropriate laws, directives, and regulations of internal control programs and procedures. Studies a variety of background material to gain program information and discover leads. Typically, this material would only include applicable Army and Air National Guard and state regulations and, if any, GAO guidelines. Prepares review plans based on use of the most appropriate advanced techniques. Conducts in-briefs with management officials. Explains the purpose and procedures for the review and answers questions. Performs survey work to identify potential operating problems. Prepares lead sheets to identify any potential weaknesses in internal controls that need

further study. Documents the results in accordance with Comptroller General Standards, DoD, Army, Air Force, and Army and Air National Guard policies. Applies Comptroller General Standards and a wide range of evaluation techniques (e.g., interviews, computer assisted techniques, statistical analysis and questionnaires) in gathering, documenting, and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards and Army and Air National Guard policies. Drafts reports, which present findings, identifies causative situations and recommends corrective action. Discusses findings with activity level officials. Convinces these officials of the value of recommendations made with their implementation being the ultimate outcome. Performs follow-up on agreed-to findings and recommendations. Reports to the USPFO on the status of corrective actions taken by functional activities. Provides unprogrammed, quick reaction troubleshooting capabilities wherein the objective is to prevent serious problems from developing.

4. In direct coordination with responsible management officials, evaluates the validity of findings and recommendations identified by external audit agencies. Where the evidence does not support a proposed finding, negotiates for the command with the external audit agency to have the finding either withdrawn or amended. As the command representative, evaluates the management response to audit findings/results. When a management response does not appear to be adequate, consults with management to improve its substantive content. Prepares the overall command response to all external audit agency reports based upon input from proponent activities.

5. Performs other duties as assigned.

FINANCIAL MANAGEMENT CERTIFICATION REQUIREMENTS:

The certification will not be used as a mandatory requirement in DoD hiring systems. A member who is not certified may still qualify for a position that requires DoD financial management certification as a condition of employment. The most qualified individual will be selected for a position.

Members of the financial management workforce are required to participate in the Financial Management Certification Program; therefore, achieving certification is a condition of employment. Members of the financial management workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirements or the period of any extension.

The financial management certification program supports the professional development of the financial management workforce and provides a framework for a standard body of knowledge across all DoD financial business programs.

The financial management certification requirements may vary for positions dependent on the complexity and responsibility of the positions' financial management supervisory and non-supervisory business programs.

Financial management certification requirements are in the conditions of employment and notes in the position description.

Supervisors of financial management coded positions coordinate with the component administrator and component certification authority to determine financial management certification requirements of employees occupying financial management coded positions.

