



Position: Senior Auditor
Reference #: 2023-1654
Organizational Unit: PRES-AUD
Appointment Type: Full-Time Regular
Location: Oak Ridge, TN
Date Posted: November 6, 2023
***Salary Range:** \$79,996.80 - \$111,280.00

ELIGIBLE FOR A SIGN-ON BONUS

PURPOSE:

Plans and performs internal audits that conforms to the International Standards for the Professional Practice of Internal Auditing. Audits are performed to obtain reasonable assurance controls were in accordance with the applicable requirements and policies and procedures, and maintain an awareness of indicators of fraud, illegal acts or violations of provisions. As assigned, plans, leads, and performs internal audits or assists in performing special assignments including investigations.

ESSENTIAL JOB FUNCTIONS:

- Plans individual audits by conducting surveys of functional areas.
- Collects and analyzes data to determine audit approach, scope/depth, and special audit techniques.
- Formalizes audit programs for supervisory approval.
- Performs audits in strict accordance with professional auditing standards and internal procedures for fieldwork, working paper preparation, and audit reporting.
- Prepares formal, written reports following each audit and assists in presenting findings to management, identifying problems and recommended solutions, subject to supervisory review and approval.
- Performs other administrative and auditing duties as assigned or necessary. These include drafting correspondence, conducting special audit research or investigations, performing follow-up on audit findings, and serving on various committees.
- Performs ad hoc management requests, investigations, research for government requirements or new business methods, process improvement activities, and other special assignments.
- When serving as the auditor-in-charge of an assignment, this position will oversee the staff auditor(s) assigned to ensure the work is accurate, sufficient, and in compliance with applicable standards and policies before being given to the Chief Audit Officer for review and approval.

JOB REQUIREMENTS:

Bachelor's degree in accounting, business, scientific, technical, education or related field and 5-8 years of directly related experience. An equivalent combination of education and

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Applicants that apply for a position that requires access authorization then ORAU will test for the absence of any illegal drugs as defined in 10 CFR 707.4. ORAU will also conduct a background investigation by the Federal government as required to obtain an access authorization prior to employment, and reinvestigations will be conducted as required.

Applicants that apply for a position that are covered by the Counterintelligence Evaluation Program regulations as defined in 10 CFR 709 may be required to have a counterintelligence-scope polygraph examination.



experience performing duties as described may be substituted for the minimum requirements.

- Must possess adequate knowledge of Institute of Internal Auditors (IIA) auditing standards.
- Extensive knowledge of accounting and auditing theories and practices, as well as, a working knowledge of the functional area under review is required.
- Experience with federal auditing or other Department of Energy (DOE) contractor internal audit organizations is preferred.
- Ability to locate and either interpret or obtain an interpretation of the terms and conditions of various contracts and an understanding of federal regulations is required.
- Must be capable of communicating (oral/written) with all levels of personnel and be able to use Microsoft Office products.
- Strong knowledge and practical experience in data analytics techniques, statistical analysis, data mining, and visualization tools (e.g., SQL, Power BI, Tableau, etc.).
- Excellent analytical, problem solving, and critical thinking skills.
- Strong communication and interpersonal skills to effectively collaborate with multidisciplinary teams and stakeholders.
- Professional certification such as Certified Internal Auditor (CIA), Certified Information, Systems Auditor (CISA), Certified Fraud Examiner (CFE), Certified Public Accountant (CPA) or relevant data analytics certifications is desired and must be obtained within one year of employment.
- Ability to obtain and maintain a DOE Q security clearance.

*The candidate's starting salary will be determined upon hire and ORAU will use salary survey data, internal comparators, and the candidate's qualifications to determine salary.

TOTAL REWARDS

ORAU has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
- Group Health insurance including: Medical, Prescription, Dental, and Vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

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JOB POSTING

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Telework
- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

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