

Entry Level Auditor – Contracts & Supply Management Directorate

Arlington, VA; Bethesda, MD; Carol Stream, IL

Vacancy Number

EX-25-33B-JD

Overview

Open & Closing Dates

Tuesday, June 17, 2025 to Monday, June 30, 2025

Salary

\$55,850.00 to \$90,989.00 Per Year;

Locations

Arlington, VA; Bethesda, MD; Carol Stream, IL

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-Time

Promotion Potential

GG-13

Supervisory Status

No

Drug Test

Yes

Application Count

50

Pay Scale & Grade

GG-07-09

Remote Job

No

Travel Required

25% or Less - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

0511 - Auditing

Security Clearance

Moderate Background Investigation (MBI)

Financial Disclosure

No

This Job Is Open To (Eligibilities)

Hiring Paths

External to the US Public Only

Hiring Paths Clarification

All U.S. Citizens

Current Career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service, and Postal Regulatory Commission will not be considered or selected from this vacancy announcement.

Summary

Do you want to make an impact? The United States Postal Service Office of Inspector General (USPS OIG) is seeking qualified applicants to fill our Entry Level Auditor positions within the Office of Audit's Contracts & Supply Management Directorate.

These opportunities are located in:

- Arlington, VA
- Bethesda, MD
- Carol Stream, IL

Bring your skills and voice to our team!

Position Duties & Responsibilities

About the Contracts & Supply Management Directorate:

The Contracts & Supply Management directorate oversees major Postal Service contracting efforts to determine if costs are being effectively and efficiently controlled by current purchasing policies, initiatives, and practices. To that end, the directorate issues audit reports about contracting, purchasing, and supply management programs. The mission of Supply Management is to provide innovative, efficient, and sustainable supply chain and material management solutions with our business partners, suppliers, and stakeholders in supporting the mission and business needs of the Postal Service.

To learn more, visit: [USPS Office of Inspector General | Office of Audit](#)

About the Position:

The GS-07 equivalent is the trainee level in the area of auditing. The employee serves as a junior member of an audit team assisting with systematic performance, financial, or attestation reviews and audits of Postal Service programs and operations. Work assignments are selected to provide training in the analytical evaluative aspects of the work and in the appropriate use of qualitative and quantitative analysis methods and techniques. The training is directed toward the recognition of incipient needs or problems and the identification, analysis, and solution of problems. Assignments are selected to combine performance of productive work with supervised on-the-job training in both the judgmental and methodological aspects of the work.

The GS-09 equivalent serves as a member of an audit team conducting systematic performance, financial, or attestation reviews and audits of Postal Service programs and operations, including assessments of efficiency, adequacy of internal controls; compliance with laws, regulations, policies, and/or contracts; and detection of fraud, waste, and abuse. The employee performs assignments requiring the application of fundamental principles, concepts, techniques, and guidelines in the area of auditing.

The GS-9 level is distinguished from the GS-07 level by the ability to work independently to complete assignments of average difficulty. The employee may participate in more complex studies and projects designed to develop broader expertise, including:

- Performing assigned audit functions, individually and as a member of an audit team in accordance with OIG policies and procedures, and Generally Accepted Government Auditing Standards.
- Assisting the team with planning audits when there is ample precedent for the work covered by the audit assignment.
- Executing data collection efforts, ensuring that the evidence collected is reliable, sufficient, relevant, and properly documented in the project work papers.
- Reviewing and interpreting financial documents, policies, standard operating procedures, and contracts to determine accuracy in accordance with procedures, internal directives, and regulatory requirements.
- Applying appropriate quantitative and qualitative analytical methods and tools to collect, arrange, process, and present data.
- Using critical thinking, data analytics, and applied logic to discern the meaning of and interpret data, and identify risks.

- Producing audit documentation such as internal review reports, follow-up assessment reports, findings, corrective and preventive action plans, internal review scopes of work, process flow charts, and work instructions, to effectively communicate to internal and external stakeholders.
- Drafting audit reports and other documents that are clear, convincing, accurate, technically thorough, and appropriately targeted to the OIG's customers' needs.

The duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The preceding description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

Compensation: The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

These positions are being advertised at the Journey Band level, equivalent to a GS-07/09. The salary range for these positions is \$55,850.00 - \$90,989.00. The salary figures include locality pay. For locality table specifics, visit: [OPM's General Schedule \(GS\)](#).

Career Advancement Opportunities: Non-competitive promotion up to a GS-13 equivalent level is possible through our career ladder program.

Position Requirements

Conditions Of Employment

- Must be a U.S. citizen.
- Must be able to pass a drug screening.
- Must be able to pass a background investigation.
- Must be able to obtain and maintain a Moderate Background Investigation (MBI) clearance.
- Must be able to obtain and maintain a government-issued credit card.
- May be required to successfully complete a 12-month probationary period.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that indicate the applicant's ability to acquire the knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Monday, June 30, 2025 will be considered.

Position Minimum Qualification Requirements

You must meet all the minimum qualifications listed below.

To be considered for the GS-07 equivalent, you must have a:

- Degree in auditing or in a related field (**please see below list for related field degree list**) such as business administration, finance, public administration, or accounting (must submit transcripts from an accredited college or university.)

OR

- **A combination of education and experience** - at least four (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:
 - Certificate as a Certified Internal Auditor (CIA) or a Certified Public Accountant (CPA), obtained through written examination;

OR

- Completion of the requirements for a degree that included substantial course work in auditing or accounting, e.g., 15 semester hours (must submit transcripts from an accredited college or university.)

To be considered for the GS-09 equivalent, you must have a:

- Master's degree from an accredited college or university (must submit transcripts from an accredited college or university).

OR

- One (1) or more years of professional experience conducting financial, program and/or performance audits. (Your resume must reflect where, when, and how you gained this experience.)

Auditor (0511) Related and Accepted Degrees:

- Business Related, including but not limited to:
 - Auditing, Accounting, Business Administration, Economics, Finance, International Business, Management, Marketing, Organizational Behavior/Psychology, etc.
- Government Related, including but not limited to:
 - Criminal Justice, Political Science, Public Administration, Public Policy, Law, Public Relations/Communications, etc.
- Technically Related, including but not limited to:
 - Engineering, Cybersecurity, Human Resources, Information Technology, Journalism/Investigative Reporting, Logistics, Supply Chain Management, etc.

Desirable Qualifications

- Advanced degree.
- CPA, CIA, CISA, CISSP, CFE, or related professional certification(s).
- Experience with using data analytics techniques from a range of disciplines, including computer programming, mathematics, and statistics, to draw conclusions from data to describe, predict, and improve performance. Use of software such as ACL, R, Python, SAS, SPSS, and Power BI is a plus.

Evaluation Factors

You must have the experience, knowledge, and skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

- Basic knowledge of auditing concepts, principles, and methods sufficient to work with guidance from team members and supervisor using conventional procedures and practices.
- Basic knowledge of agency programs and their governing statutes, regulations, and practices sufficient to assist with audit assignments.
- Ability to use computers, MS Office products, and other software to sufficiently collect, interpret, and analyze data from multiple sources and communicate findings.
- Ability to work effectively (independently or within teams) across functional areas in a professional and collaborative environment.
- Ability to communicate orally and in writing, in a clear and concise manner, incorporating information obtained through research.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education.

Applicants can verify accreditation here: www.ed.gov.

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

Additional Information

Pay is only part of the compensation you will earn working for the USPS OIG.

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025. Detailed information about eligibility and enrollment will be provided upon hiring.

For more information, visit the Postal Service Health Benefits (PSHB) Program website at [https://www.opm.gov/healthcare-insurance/pshb/ #url=Overview](https://www.opm.gov/healthcare-insurance/pshb/#url=Overview)

Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options.

- For information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>.

Retirement and Thrift Savings.

- For more information about these programs see [opm.gov/retirement-center](https://www.opm.gov/retirement-center) and [tsp.gov](https://www.tsp.gov).

Flexible Work Schedules.

- USPS OIG offers a range of family-friendly flexibilities including flexible work schedules and employee assistance programs.

Leave and Holidays:

- In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: Exempt. (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to audithiring@uspsoug.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

You will be assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:

1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or
4. If you fail to qualify on the interview.

Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision.

Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement, Vacancy Announcement EX-25-33B-JD, by closing date Monday, June 30, 2025.

IMPORTANT NOTE: Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the “How to Apply” section below.

1. **RESUME - Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.
2. **COMPLETE OCCUPATIONAL QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.
3. **TRANSCRIPTS from an accredited college or university – Required.** The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.
4. **SF-50: Required if applicable.** If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file “SF-50” or “Form 50.”
5. **VETERANS PREFERENCE DOCUMENTATION: Required if applicable.** If you are claiming veteran's preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veteran's preference eligibility including your VA letter, form SF-15 (<https://www.opm.gov/forms/standard-forms/>) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at archives.gov/veterans/military-service-records and can download a copy of their VA letter from ebenefits.va.gov/ebenefits/homepage. If applicable, you are required to submit each veterans' preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document.”
6. **SUPPORTING DOCUMENTS: Required if applicable.** Degrees, Certifications, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

How To Apply

To apply for this position, you must:

1. Submit an application package containing **all** required documents, e.g., resume, application questionnaire, performance appraisals, supporting documents, etc.
 - a. The application questionnaire is available as a PDF in the vacancy announcement.
 - b. The complete application package must be submitted via email at AuditHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Monday, June 30, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact AuditHiring@uspsoig.gov. Your application may also be made available and considered for other Auditor positions in the USPS OIG.