

POSITION ANNOUNCEMENT

POSITION: Fiscal Compliance Specialist Two (2) Positions	POSTING NO: #1262	DATE POSTED: February 5, 2013
LOCATION: Office of Compliance & Enforcement Legal Services Corporation 3333 K Street, NW, 3rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Regular Full-Time/ Exempt	ANNOUNCEMENT REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 3/ Professional	Frequent Travel Required	Background Check Required

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with over 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high quality civil legal assistance.

A Fiscal Compliance Specialist works in the Office of Compliance & Enforcement (OCE) and plans and conducts various types of investigations and reviews, including fiscal and internal controls. The incumbent serves as the team leader or team member depending on project and staffing needs. The incumbent reports to, and is under the supervision of, the OCE Director and/or his or her designee. This position is included in a collective bargaining unit represented by the International Federation of Professional & Technical Engineers, Local 135.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Develops and executes work plans to conduct fiscal and internal controls reviews and assessments, and participates in onsite compliance and technical assistance reviews to ensure LSC grantee compliance with the LSC Act, laws and regulations, appropriations riders, special grant terms, the Accounting Guide for LSC Recipients and OMB Circulars. Grantee program reviews and assessments seek to improve efficiency and effectiveness of LSC grantee operations, and to flag and address, as appropriate, practices that suggest possible fraud, waste, abuse, and mismanagement of LSC funds.
2. Evaluates fiscal program performance through the review of findings included in recipient audited financial statements and makes recommendations for follow-up corrective action to be taken.

3. Identifies significant findings, makes authoritative recommendations and resolves a wide range of fiscal oversight issues; devises techniques to analyze and evaluate evidence and results; and develops analytical opinions, findings, and recommendations.
4. Provides technical guidance to LSC grantees on program fiscal matters and internal controls and promotes fiscal management best practices. Participates in web-based and in-person Executive Director Orientation Trainings.
5. Participates in on-site capability assessment reviews.
6. Cultivates and maintains productive working relationships with all levels of program staff while conducting program reviews.
7. Assesses and evaluates program accounting policies and procedures, fiscal policies, and employee handbooks and accounting guides for adequacy.
8. Prepares preliminary findings and delivers to program staff while on-site or by telephone during exit conference.
9. Prepares written reports and related correspondence to memorialize findings of reviews and assessments.
10. Participates in on-site investigations of complaints and inquiries received from the public, LSC's Office of Inspector General (OIG) and other sources regarding recipients of LSC funding.
11. Reviews and follows-up on findings referred by the OIG regarding program compliance with the LSC Act, Appropriations Act and regulations, including interpretation of regulations consistent with LSC's Office of Legal Affairs (OLA) opinions. Oversees the development of, and compliance with, corrective action plans by grantees, as appropriate.
12. Evaluates program performance by reviewing proposals for funding and related documents and makes recommendations regarding funding terms and special grant conditions.
13. Develops and maintains a working knowledge of the laws and regulations relating to LSC specifically, and on nonprofit corporations, generally; as appropriate, recommends revisions to the Accounting Guide for LSC Recipients.
14. Conducts research and helps develop policy relating to the delivery of legal services to eligible clients as they relate to regulatory and fiscal compliance.
15. Works with OLA regarding review and revision of current regulations and development of new regulations, as appropriate.
16. Works directly with the Director and/or his or her designee on various special projects, and performs other related duties as assigned.

CORE COMPETENCIES:

General:

Able to conduct solid analysis and make well-informed, objective, and evidence-based decisions; excellent written communication skills with demonstrated ability to produce professional, well-written work product that requires minimal editing; excellent oral communication and interpersonal skills with demonstrated ability to effectively reach different audiences and manage conflicts; high degree of flexibility, capacity for self-management, and attention to detail; understanding of and commitment to organizational mission and goals; thoughtful and thorough problem solver; strong organizational skills and ability to manage multiple priorities; self-motivated with ability to influence, motivate, challenge, and inspire confidence among others; unimpeachable integrity and personal ethics.

Technical/Specialized:

An undergraduate degree in accounting, finance, business administration, or related field, and at least eight (8) years of progressive fiscal experience; or any equivalent combination of education and fiscal experience totaling at least twelve (12) years. A graduate degree or a relevant certification (e.g., MBA, CPA, CISA, CIA, or CMA) is preferred.

Experience reviewing and analyzing audited financial statements and auditor’s reports, and reviewing and evaluating accounting policies and procedures and internal controls. Strong working knowledge of generally accepted accounting principles (GAAP) and of the principles, practices, and concepts involved with planning, conducting, and reporting on fiscal reviews and assessments. Experience applying GAAP with a major CPA firm is preferred. Working knowledge of GAAP for not-for-profits entities is preferred.

Capacity to interpret and understand regulations, including the LSC Act, that influence the legal services delivery system, and the ability to design and implement changes that respond to regulations. Knowledge of federal policies and practices governing expenditures and the disposition of property and fund balances.

SALARY AND BENEFITS:

Salary: \$75,000 to \$105,000 (including Locality Pay), depending on qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter, and salary history to:

Legal Services Corporation
Office of Human Resources (#1262)
3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.