Typically a 40-hour work week
Flexible Work Schedule
Time Off: Earn 13 days of vacation time a year for the first 3 years. Increases to 20 days after 3 years and 26 days after 15 years. Earn 13 days of sick leave a year.

10 paid Holidays per year
Physical Fitness Program: Employees may participate in the Physical Fitness Program for up to 3 hours a week

Earn credit hours for overtime worked
Business casual wardrobe in the office
Transit subsidy for employees using mass transit or vanpools
Health and Life Insurance
Pension and Thrift Savings Plan with up to 5 percent matching on the Thrift Savings Plan

These salaries are for our HQ-Alexandria office. Salaries may be slightly lower at other field offices.

Entry-level auditors are team members and are engaged in all aspects of the audit including planning and performing the audit, writing parts of the report, and presenting results to senior Defense officials.

All auditors are encouraged to take on a variety of responsibilities and are not limited by their level.

Job Announcements will be posted to www.usajobs.gov.

1 Create a user profile
2 On the main page, click “Students and Recent Graduates”
3 Search “Department of Defense Office of Inspector General”
4 Apply early—timeframe is short!
**PATHWAYS PROGRAMS**

The Pathways Internship Program is open to all students in accredited schools pursuing an accounting degree. The program includes:

- temporary positions that may be full or part time.
- completion of 640 work hours; up to 320 of these hours may be waived if GPA is 3.5 or above or applicant is a member of an Honor Society.
- eligibility for conversion to competitive service positions after meeting agency requirements and completing degree.

The Pathways Recent Graduate Program is open to graduates who have completed a qualifying degree program within the last 2 years or will complete the degree within 9 months in an accredited school. The program includes:

- completion of a 2-year formal training program, on-the-job tasks and developmental assignments to demonstrate competitive service position
- mentoring program
- individual developmental plans used to track training and career growth

**QUALIFICATIONS**

- Bachelor’s degree in accounting or related field that includes, or was supplemented by, 24 semester hours in accounting (may include 6 hours of business law)
- U.S. Citizenship
- The ability to obtain and maintain a secret security clearance
- Willingness to travel nationally and internationally
- Strong communication, computer, and analytical skills

Employees are strongly encouraged to apply for and earn certifications and degrees as they continue their education.

Some of the certifications include:

- Certified Public Accountant
- Certified Internal Auditor
- Accredited Financial Examiner
- Certified Defense Financial Manager
- Certified Fraud Examiner
- Certified Government Audit Professional
- Certified Information Systems Auditor

**CAREER DEVELOPMENT**

**HOW WE WORK**

An audit team is typically made up of:

- 1 Project Manager
- 1 - 2 Team Leaders
- 2 - 3 Staff Auditors

Travel requirements may range from minimal to up to 50%, although the typical auditor travels roughly 20% of the time.

- Usually 2 to 3 auditors travel together. Travel expenses are paid by the Government.
- Travel is typically 1 to 2 weeks at a time.
- Amount of travel depends on audit assignment (number and location of audit activities, time sensitivity of issues being reviewed)

**QUALIFICATIONS**

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