**DISTRICT OF COLUMBIA RETIREMENT BOARD**  
Position Vacancy Announcement

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<tr>
<th>ANNOUNCEMENT NO: 20220505</th>
<th>POSITION: Director of Internal Audit &amp; Compliance</th>
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<tr>
<td>OPENING DATE: May 5, 2022</td>
<td>CLOSING DATE: Open Until Filled</td>
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<td>TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday</td>
<td>ENTIRE RANGE: $130,114 -- $215,422 DOQ (Grade 11)</td>
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<td>LOCATION: 900 7th Street, NW, 2nd Floor Washington, DC 20001</td>
<td>AREA OF CONSIDERATION: Open to all applicants</td>
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<td>NUMBER OF VACANCIES: One (1)</td>
<td>TYPE OF APPOINTMENT: Career Service Probationary to Regular</td>
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This position is **NOT** in a collective bargaining unit.

***Successful pre-employment criminal, financial, educational and certification background check required***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

**POSITION SUMMARY**

The District of Columbia Retirement Board (“DCRB”) is seeking to fill a newly created **Director of Internal Audit & Compliance** position (the “Director”). The Director will report to DCRB’s Executive Director, and will be responsible for working with the Executive Director and the Audit Committee of the Board of Trustees to determine the scope of activities for the agency’s internal audit and compliance functions. The Director also will be responsible for building a framework for managing risks across DCRB’s departmental operations. This role is responsible for developing and implementing a comprehensive internal financial, procedural, policy and compliance audit program for all of DCRB’s departments, trustee matters, and operations. The audit program will evaluate internal control measures, policies, and information systems best practices. The Director is responsible for identifying and reporting conditions perceived to pose risks or potential losses to the organization; proposing solutions to such risks; and notifying executive management and the Audit Committee of perceived irregularities, fraud, or other acts detected through the application of usual and customary audit and disclosure procedures in the ordinary course of business.

**PRIMARY RESPONSIBILITIES**

- Identifies risks to the organization and works with management to develop processes that minimize risks and encourage efficiency and effectiveness.
• Manages audits of DCRB’s internal departments, trustees, and fiduciary matters/duties; determines nature of operations and formulates objective opinions on the adequacy, effectiveness, efficiency and compliance of systems or programs reviewed.

• Develops a methodology for following up on audit recommendations and measuring performance.

• Consults with DCRB departments and other agencies regarding business risks, control objectives, and techniques.

• Verifies and analyzes: transactions; management representations; documents and records; methods of reporting; and receipts and disbursements, etc. for adequacy, effectiveness, errors, irregularities, and inconsistencies.

• Develops an annual risk-based audit plan and policies, and presents the plan to the Audit Committee for review and approval.

• Leads program initiatives and coordinates across diverse stakeholders that span organizational boundaries.

• Plans audit schedules, and develops audit scope, work paper, and report-format presentations.

• Develops and provides summaries of Internal Audit activity to the Audit Committee; works with the Executive Director and Audit Committee Chair to schedule and organize regular Committee meetings; and responds to requests of the Audit Committee.

• Coordinates activities within the annual external audit to accomplish a thorough and efficient review of DCRB’s organization.

• Performs testing to assess compliance with policies, procedures, and management directives.

• Monitors professional auditing standards, and stays abreast of relevant changes.

• Manages special audit-related projects.

• Builds within the agency an understanding of the policies, procedures, and laws applicable to DCRB’s operations and the management of the plan assets.

• Implements a program for working with management to remediate findings within an audit, and confirms the resolution of any issues identified.

• Coordinates with the Executive Director, General Counsel, Audit Committee, and senior management to define an escalation protocol for addressing material issues or issues that remain unresolved by management after a predefined amount of time.

• Performs ongoing reviews of DCRB’s controls infrastructure, and researches industry-leading practices to evaluate the adequacy and comprehensiveness of the agency’s existing controls.

• Prepares and presents written audit reports with recommendations on audit findings, and follows up on the status of findings and recommendations.

• Conducts regular meetings with management to identify business changes that may impact the effectiveness of DCRB’s control infrastructure, and identifies areas for control enhancements or more comprehensive management-oversight programs.

• Performs other duties, as assigned.

FUNCTIONAL COMPETENCIES

• Familiarity with the investment operations associated with managing public pension plans, as well as the investment activities and financial instruments/products used in implementing investment strategies.

• Demonstrated ability to analyze and process complex financial and operational performance data.
• Demonstrated ability to plan, research, implement, write, and present technical evaluations of various audit subjects.

• Adept at maintaining balance between serving as both an objective, independent auditor, as well as an advisor to internal management on control and process best practices.

• Excellent oral and written communication skills; ability to clearly and effectively present information and respond to questions from a Board, managers, and agency stakeholders.

• Integrity—uncompromising ethical standards.

• Leadership—proven ability to provide guidance and mentorship to staff and builds mutually respectful relationships with other departments across the agency.

• Problem-solving—proven ability to exercise prudent, well-reasoned judgment in all matters, evidenced by sound decision-making and strategic problem-solving.

• Adaptability, resourcefulness, and focus—ability to manage resources and multiple priorities, while simultaneously maintaining a steadfast commitment to accuracy and attention to detail.

• Continual learning—must actively engage in training, conferences, and educational opportunities for ongoing professional development.

• Interpersonal relationships—proven ability to:
  - Interact with people beyond giving and receiving instructions.
  - Contribute to and help maintain high morale among all departments’ employees.
  - Share knowledge with supervisors and staff for mutual and departmental benefit.
  - Develop and maintain cooperative and courteous relationships with employees, managers, representatives from organizations, and the general public.
  - Tactfully and effectively handle requests, suggestions, and complaints from internal and external stakeholders.

• Knowledge of governmental and pension industry-specific accounting reporting requirements (in particular Generally Accepted Accounting/Audit Principles (GAAP/GAAS) Generally Accepted Government Accounting/Audit Principles/Standards (GAGAS)), and familiarity with Sarbanes-Oxley (SOX) is a plus.

• Working knowledge of institutional investing, benefits processing, and information technology controls and risk is preferred.

• Working knowledge of actuarial concepts and their impact on defined benefit plan funding levels is preferred.

• Proficiency in the MS Office Suite.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

• Bachelor’s degree in Accounting, Business Administration, or related field from an accredited college or university.

• Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Internal Systems Auditor (CISA), or Certified Government Financial Manager (CGFM) will distinguish the most attractive candidates.

• Preference for a legal/JD or MBA background and/or big 4 accounting firm audit practice background.

JOB EXPERIENCE (Years & Type)

• Significant experience (ideally ten or more years) in a senior audit leadership capacity.
• Experience in a public pension fund, financial or insurance organization, or public sector entity is preferred.
• Experience working closely with a board and audit committee is strongly preferred.

WORKING CONDITIONS
• Normal office environment

COMPENSATION LEVEL: DCRB Grade 11

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

RESIDENCY REQUIREMENT:
If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars ($150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

VACCINATION REQUIREMENT:
The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EQUAL EMPLOYMENT OPPORTUNITY
DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the “Working at DCRB” page on DCRB’s website. You may view the page here: http://dcrb.dc.gov/service/working-dcrb

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Via Email to: dcrb.vacancies@dc.gov
NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORKPLACE ACT OF 1988: “PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE.”

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES.