



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

<b>ANNOUNCEMENT NO:</b> 20191212	<b>POSITION:</b> Director of Internal Audit
<b>OPENING DATE:</b> December 12, 2019	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday – Friday	<b>STARTING RANGE:</b> \$130,114 -- \$162,642 DOQ (Grade 11) (Career Service) <b>Entire Range:</b> \$130,114 -- \$211,198
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular
This position is <b>NOT</b> 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.

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## **POSITION SUMMARY**

The District of Columbia Retirement Board ("DCRB") is seeking to fill a newly created **Director of Internal Audit** position. The Director of Internal Audit will be responsible for working with DCRB's General Counsel, 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, as well as building a framework for managing risks across DCRB's operations. The Director of Internal Audit position will report to DCRB's General Counsel. This role is responsible for the development and implementation of a comprehensive internal financial, procedural, and compliance audit program. The audit program will evaluate internal control measures, policies, and information systems. The Director of Internal Audit is responsible for identifying and reporting conditions perceived to pose risks or potential losses to the organization, and for notifying management and the Audit Committee of perceived irregularities, fraud, or other acts detected through the application of usual and customary audit procedures.

## **PRIMARY RESPONSIBILITIES**

- Identifies risk to the organization, and works with management to develop processes that minimize risks and encourage efficiency and effectiveness.
- Consults with DCRB departments regarding business risks, control objectives, and techniques.
- Develops an annual risk-based audit plan, 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 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 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.
- 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.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- 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.

### **BEHAVIORAL COMPETENCIES**

- Integrity—uncompromising ethical standards.
- Leadership— provides guidance and mentorship to staff, and builds mutually respectful relationships with other departments across the agency.
- Problem-solving—exercises prudent, well-reasoned judgment in all matters, evidenced by sound decision-making and strategic problem-solving.
- Adaptability, resourcefulness, and focus—manages resources and multiple priorities, while simultaneously maintaining a steadfast commitment to accuracy and attention to detail.
- Continual learning—actively engages in training, conferences, and educational opportunities for ongoing professional development.



**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 RESIDENCY:** If the position you are applying for is in the Career, Management Supervisory, or Educational Service, and you are selected for this position 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 effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment. Failure to meet residency will result in forfeiture of position.

**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 WORK PLACE 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**

