

**POSITION TITLE: Senior Internal Controls Assessor**

**DUTIES:**

Plan, schedule, direct, and conduct financial, contractual, performance, information systems, and subcontract process assessments to evaluate the ARRA Program's compliance to requirements; to evaluate the efficiency and effectiveness of operations, determine the extent of compliance with policies, procedures, DOE Orders and Directives, FAR, and make recommendations for performance improvement. Ensure that professional standards of assessments are utilized. Perform adequate testing, including associated documentation to achieve assessment objectives. Perform follow-up reviews to ensure reasonableness/responsiveness and timeliness of the assessment corrective actions. Provide corrective action support to responsible managers.

**REQUIRED QUALIFICATIONS:**

**Education:**

BS Degree in Engineering or a technical discipline e.g., Science or related field

**Experience/Skills:**

Candidate must demonstrate written and oral communication skills to provide effective and accurate assessment of pertinent issues. Candidate must have the ability to walkdown facilities and systems in the field. 3-5 years experience minimum in assessing environmental compliance, operations or engineering is preferred with demonstrated competency in CPA, CIA, CMA, CFE, CISA, or COSO highly desirable. Alternatively, experience in organizational development and/or project management is acceptable.

**Work Hours:**

A 40 hour work week is scheduled. SRNS utilizes various work schedules; including 5/8s (8 hours/day; five days per week), 4/10s (10 hours/day; four days per week), and a 9/80s (9 hours/day, five days on week A and 4 days on week B). Work week excludes WSRC holidays. Each work day has a 30-minute lunch.

**Area Security Access:**

A security clearance is not initially required; however, candidate must be capable of obtaining an L or Q clearance if required to perform assigned duties.

**CANDIDATE EVALUATION FORM**

CANDIDATE NAME: \_\_\_\_\_

POSITION TITLE: **Senior Internal Controls Assessor**

MINIMUM REQUIREMENTS  
(See Job Description)

	<u>YES</u>	<u>NO</u>
1) U. S. Citizen	_____	_____
2) BS Degree in Engineering	_____	_____
OR		
BS Degree in technical discipline	_____	_____
3) 3-5 years experience in:		
a) engineering	_____	_____
b) operations	_____	_____
c) Other, e.g., auditing, ESH+Q, program management	_____	_____
4) Communication skills with peers and senior management	_____	_____
5) Ability to walk down facilities/systems in the field	_____	_____
6) Telephone interview to validate resume data*	_____	_____
7) Reference check to evaluate performance capability*	_____	_____

\*Evaluation validation criteria

**Additional Qualifications of Candidate:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Narrative Discussion of Resume Validation\*\*:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(\*\*Discussion not required if candidate is acceptable)

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_