



Opening Date: 7/29/2019
Closing Date: Open Until Filled

Vacancy Announcement #71-19
Accounts Payable – Travel and Expense Report Auditor (Temporary)

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION:

The Travel and Expense Report Auditor position within the Accounts Payable Department is responsible for conducting Travel and Expense Report audit in accordance with established Events DC policies, Internal Revenue Service (IRS) guidelines, and internal procedures. These audits will cover travel and expenses report submitted by Events DC employees.

This position may also help with large special projects, and/or own smaller projects/initiatives, as requested. This role receives very limited supervision and direction, and work with a high degree of independence and autonomy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gain advanced knowledge of Event DC's business organization structure, policies and financial applications
- Perform audits of travel and expense reports to determine compliance with Events DC policies and IRS guidelines
- Ensure that transactions are accurately and promptly processed and are in compliance with established policies and procedures.
- Determine whether appropriate documentation is in place to support transactions.
- Audit airline refunds issued to corporate card holders, following cancelled/unused business travel.

- Gain a thorough understanding of the objectives of Events DC policies and procedures, when analyzing expenses submitted by employees.
- Identify problems with processes, technology, and/or procedures, and recommend and develop improvements.
- Evaluate whether controls are sufficient to prevent abuse of travel privileges.
- Document the audit facts/findings and prepare an audit report.
- Communicate follow-up according to compliance findings.
- Provide additional support and coverage to team members as needed.

SKILLS, KNOWLEDGE AND ABILITIES:

- Strong knowledge of revenue recognition principles
- Strong Knowledge of accounting best practices
- Strong Excel skills or aptitude (data model experience a plus)
- Strong analytical, problem-solving and organizational skills
- Excellent verbal, written and interpersonal communication skills.
- Detail oriented individual
- Strong and demonstrated interest in data visualizations, data management, etc.
- Strong math skills

CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos, floor plans, blueprints and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, CPA, CFE a plus
- 4+ years of work experience in accounting
- 2+ years' experience in internal audit experience preferred

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**