

# National HIDTA Assistance Center

## High Intensity Drug Trafficking Area

### CONTRACT POSITION ANNOUNCEMENT



**LOCATION:** Doral, Florida  
**CONTRACT POSITION:** Financial Auditor  
**ANNUAL COMPENSATION:** \$70,909.98  
**POSTING:** July 20, 2022  
**CLOSING DATE:** August 20, 2022

#### **PROGRAM & POSITION OVERVIEW:**

##### High Intensity Drug Trafficking Areas (HIDTA)

High Intensity Drug Trafficking Areas (HIDTA) are regions designated by the Director of the Office of National Drug Control Policy (ONDCP) that have critical drug trafficking problems that adversely impact the United States. The HIDTA program provides assistance to federal, state, and local agencies in accordance with the goals and objectives contained in the National Drug Control Strategy. The mission of the HIDTA program is to enhance and coordinate America's drug-control efforts among local, state, tribal, and federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States. The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation, and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

##### National HIDTA Assistance Center

The National HIDTA Assistance Center (NHAC) supports the strategies of all HIDTA regions as they respond to the unique threats facing their respective areas. Due to economies of scale, the NHAC's centralized services are cost effective for the entire HIDTA program. The NHAC's mission is different from a traditional HIDTA. Working under the auspices of the Office of National Drug Control Policy (ONDCP) and in accordance with the HIDTA Program Policy and Budget Guidance, the NHAC provides vast resources and support to the 33 HIDTAs and the National Initiatives tailored to each HIDTA's needs.

##### Financial Auditor

The National HIDTA Assistance Center is looking for a motivated Financial Auditor. Under the general direction of the NHAC Director, and direct supervision of the Audit Unit Grant Manager. The Auditor shall perform advanced desk auditing of all HIDTA state and local grants. The Auditor is responsible for all functions related to the efficient and effective reviews, reporting, release, and archiving of documentation for all grant funds awarded to non-federal entities by the awarding agency, Office of ONDCP.

##### Examples of Duties

1. Analyzes revenues and expenditures and their consolidation into budget status and financial reports; reviews payables and appropriations for materials and services and ensures that sufficient funds are authorized and available.
2. Verifies and approves requisitions; reviews utility computerized billing runs and input details to disbursement vouchers; reviews and approves payrolls.
3. Prepares monthly accountant journal entries and corrects errors.
4. Assists in gathering information needed in the preparation of the annual budget and financial statements.
5. Must effectively and positively represent the NHAC/ONDCP in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.

6. Must establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
7. Performs a variety of internal government program auditing processes related to accounting & compliance tasks.
8. Based in Doral Florida working with a Nationwide Federal Grant Program.

#### ***Education and Professional Experience***

1. A bachelor's degree in accounting, economics, finance, mathematics, or a similarly related discipline from an accredited college or university, or a combination of accounting experience, training and education that would likely provide the knowledge, skills and abilities required for the position.
2. Minimum of 2 years of Internal Auditing/financial administration and accounting experience.
3. Experience using Microsoft Office such as Outlook, Word, and Excel.
4. Governmental accounting experience is preferred.

#### ***Knowledge and Skills***

1. Ability to work in a sensitive environment and handle confidential information.
2. Excellent verbal and email communication is a must and attention to detail is extremely important.
3. Knowledge of principles and practices of governmental accounting including general and agency fund accounting; budgeting, purchasing, taxation and records.
4. Knowledge of modern business office practices and procedures, computerized accounting systems, equipment, and standard clerical techniques as applied to the maintenance of multiple governmental accounting systems involving a large number of transactions.
5. Knowledge of the principles and techniques applicable to the conduct of audits of governmental operations.
6. Ability to apply professional accounting principles, financial reporting standards, knowledge and skills to the maintenance and preparation of complex sets of fiscal and accounting records, reports and financial statements.
7. Ability to perform detailed work involving written and numerical data.
8. Ability to make arithmetic calculations rapidly and accurately.
9. Ability to communicate effectively, both orally and in writing.
10. Ability to interpret and apply accepted guidelines to a variety of accounting operations.
11. Ability to establish and maintain effective working relationships with other employees, subordinate personnel, work colleagues, supervisors, managers and our customers.

#### ***Personal Attributes***

1. Excellent personal and professional background.
2. Excellent interpersonal verbal and written skills.
3. The ability to exercise discretion and maintain confidentiality.
4. The ability to work independently and set priorities to meet the demands of the position and the ability to establish and modify priorities.
5. The ability to represent the NHAC professionally in all encounters with constituents and stakeholders.

#### **APPOINTMENT:**

This position is federally funded on an annual basis. The **Auditor** will serve as an independent contractor and not as an agent, employee, or servant of an agency. The **Auditor** will report to the Audit Unit Grant Manager who reports to the NHAC Director. This appointment and each or any subsequent appointments

are subject to review and approval of ONDCP. The selected contractor must be able to pass a background investigation and obtain a security clearance.

**APPLICATION:**

Interested parties should submit apply by submitting a cover letter and resume outlining their qualifications to: Jackie Serra at [jxserra@nhac.org](mailto:jxserra@nhac.org).