

2015-00545 - Campaign Finance Auditor

Contact Information -- Person ID: 1223359

Name:	Steven R Townsend	Address:	
Home Phone:		Alternate Phone:	
Email:		Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	10/02

Personal Information

Driver's License:	Yes
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Preferred Salary:	
Are you willing to relocate?	Maybe
Types of positions you will accept:	Regular , Temporary , Seasonal
Types of work you will accept:	Full Time , Part Time
Types of shifts you will accept:	Day

Objective

A challenging audit position with a government agency.

Education

Graduate School

California State University East Bay
[Unspecified Start] - [Unspecified End]
Hayward, California

Did you graduate: Yes
College Major/Minor: Accounting/Finance (double major)
Units Completed: 129 Quarter
Degree Received: Master's

College

California State University East Bay
[Unspecified Start] - [Unspecified End]
Hayward, California

Did you graduate: Yes
College Major/Minor: Music
Units Completed: 200 Quarter
Degree Received: Bachelor's

Work Experience

Auditor

3/2008 - 1/2015

Smithsonian Institution Office of the
Inspector General
600 Maryland Ave SW
Washington, District of Columbia 20024
202-633-7050

Hours worked per week: 40
Monthly Salary: \$7,000.00
of Employees Supervised: 0
Name of Supervisor: Brian Lowe - Supervisory Auditor
May we contact this employer? Yes

Duties

Identified and reported that inventory practices at the National Museum of American History were inadequate.

Identified and reported that security devices installed at the National Air and Space Museum were inadequate and that inventory controls were not fully in place.

Identified and reported that oversight of executive travel was not effective.

Conducted peer review of Corporation for National and Community Service Office of Inspector General.

Reason for Leaving

Retired to the Seattle area.

Senior Auditor

6/1997 - 3/2008

New York City Campaign Finance Board
NYCCFB.info
100 Church St. 12 th floor
New York, New York 10007
(212)-409-1800

Hours worked per week: 40

Monthly Salary: \$5,300.00

of Employees Supervised: 4

Name of Supervisor: Julius Peele - Director of Auditing
and Accounting

May we contact this employer? Yes

Duties

Reviewed work papers and reports of all staff auditors.

Trained staff auditors in program requirements.

Wrote audit programs.

Gave presentations to non-audit staff about the audit process.

Found contribution limit violations that resulted in over \$250,000 of penalties.

Staff Auditor

3/1990 - 11/1995

Department of Transportation Office of
Inspector General
210 Mission St, 21st Floor
San Francisco, California
(415) 744-3090

Hours worked per week: 40

Monthly Salary: \$3,000.00

Name of Supervisor: Scott Macey - Project Manager

May we contact this employer? Yes

Duties

Performed audits of federal grantees and agencies.

Data gathering and analysis

Report writing

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Languages

Italian - Speak, Read, Write

Additional Information

References

City of Seattle has chosen not to collect this information for this job posting.

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: Are you currently, or were you formerly, employed by the City of Seattle as a Intern/Work-Study or Student employee?

A: No

2. Q: Were you previously employed by the City of Seattle?

A: No

3. Q: How did you first learn of this job opportunity?

A: Other

4. Q: If you selected "Other" for the previous question, please tell us how you first learned about this job opportunity.

A: indeed.com

5. Q: I understand that the City of Seattle retains the right to determine the fitness and suitability of applicants for employment.

A: Yes

6. Q: I hereby affirm that my responses to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

A: Yes

7. Q: I understand that misrepresentation or omission of the material facts called for in this application or other records will be cause for immediate dismissal. In addition, I authorize the City of Seattle to verify any and all information contained in this application and to inquire into my character, ability and work habits from former employers and others, and I release the City of Seattle and all concerned from any liability in connection with any information received or provided.

A: Yes

8. Q: Are you currently, or were you formerly, employed as a temporary worker for the City of Seattle?

A: No

Supplemental Questions

1. Q: Please select the option that best describes your highest level of education

A: Master's Degree

2. Q: Which best describes your years of experience in compliance and enforcement, bookkeeping, or campaign treasury work?

A: 5 or more years of experience

3. Q: Have you ever worked on an election campaign? Volunteer, treasurer, or field work? Please describe.

A: No

