



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

## **Internal Auditor Lead**

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<b>SALARY:</b>	\$54,279.00 - \$87,106.00 Annually
<b>OPENING DATE:</b>	09/14/21
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

**OPEN RECRUITMENT**  
**Open Until Filled**

*If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).*

*MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!*

**The Maryland Department of Transportation (MDOT) is recruiting for an Internal Auditor Lead.** This is the lead level of work conducting finance and compliance, economy and efficiency, and program results audits of a DOT agency's records and accounting systems to verify their correctness or to determine compliance with provisions of a statute or contract. Employees in this classification function as lead workers responsible for assigning, reviewing, and approving the work of DOT Internal Auditors. Other duties include, but are not limited to: determining the procedures, methods, approaches and techniques to implement an approved audit program; performing audit tests and identifying material exceptions to generally accepted accounting principles and material noncompliance with applicable laws, regulations and procedures; reviewing and analyzing financial and operational transactions, documents, records and reports in order to obtain facts and verify accuracy; evaluating the adequacy and effectiveness of internal controls; conducting discussions with operational staff and management to obtain explanations for apparent deficiencies; recommending means to correct unsatisfactory conditions and to improve operations; and determining the adequacy of corrective action taken by operations units to improve deficiencies.

Employees in this classification receive general supervision from a DOT Internal Auditor Supervisor or DOT Internal Auditor Program Supervisor. The work may require travel throughout the State, including overnight travel.

**The current vacancy exists at the Maryland Department of Transportation State Highway Administration (MDOT SHA) in Baltimore, MD.** The eligible list produced from this recruitment may be utilized for future Internal Auditor Lead vacancies within MDOT.

***MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits](#)***

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS:**

**Education:** Possession of a bachelor's degree in accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses.

**Experience:** Four years of experience conducting financial and operational internal audits that include elements for finance and compliance, economy and efficiency, and program results.

**Consideration for employment may be based solely on the contents of your application. Therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position for which you are applying.**

**If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.**

Notes:

1. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
2. Possession of a certificate as a Certified Public Accountant or Certified Internal Auditor or a master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.
3. Applicants may substitute one year of professional accounting experience for one year of auditing experience.
4. Applicants may substitute U.S. Armed Forces military service experience as defined under the Experience Requirement of the Minimum Qualifications on a year-for-year basis for the required experience.

### **LICENSES & CERTIFICATIONS:**

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the state of Maryland.

### **ADDITIONAL INFORMATION:**

**TO APPLY:** You must complete an MDOT employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **No paper applications will be accepted.**

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>. Applications must be

submitted online.

Selected candidates may be subject to background and reference checks.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

**The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.**

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

*The incumbent in this position may be a member of a covered bargaining unit.*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.**

**Issue Date: 09/14/2021**

### **Internal Auditor Lead Supplemental Questionnaire**

- \* 1. Do you have a bachelor's degree in accounting?  
 Yes    No
  
- \* 2. If you do not have a bachelor's degree in accounting from an accredited college or university, do you have a bachelor's degree from an accredited college or university with at least thirty (30) credit hours in accounting and related courses?  
 Yes    No
  
- \* 3. If you answered 'Yes' to question #2, please list the courses or type 'N/A' below.
  
- \* 4. Do you have at least four (4) years of experience conducting financial and operational internal audits that include elements for finance and compliance, economy and efficiency, and program results?  
 Yes    No
  
- \* 5. I understand that in order to meet the minimum qualifications, all auditing experience must have been obtained AFTER the possession of a bachelor's degree in accounting or

possession of a bachelor's degree with 30 credits in accounting and related courses. To acknowledge this statement, please type your name.

\* Required Question