



MARYLAND DEPARTMENT OF TRANSPORTATION  
invites applications for the position of:

## DOT Internal Auditor II

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<b>SALARY:</b>	\$44,017.00 - \$70,265.00 Annually
<b>OPENING DATE:</b>	09/19/18
<b>CLOSING DATE:</b>	10/17/18 11:59 PM
<b>DESCRIPTION:</b>	

### OPEN RECRUITMENT

### EXTENDED CLOSING DATE

The **DOT Internal Auditor II** is the proficient 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. Internal audit is an internal control that functions by measuring and evaluating the effectiveness of other controls. The audits are performed independently or as a member of an audit team. The incumbent in this position will conduct a full range of audits by review of procedures and internal controls, documenting pertinent testing and results through thorough and complete audit work papers. Employees in this classification do not supervise.

Employees in this classification receive general supervision from a DOT Internal Auditor Supervisor or DOT Internal Auditor Program Supervisor. Technical guidance may be received from a DOT Internal Auditor Lead. The work may require travel throughout the State, including overnight travel. The **DOT Internal Auditor II** conducts the full range of internal audits under general supervision.

**The current vacancy exists at the Maryland Department of Transportation State Highway Administration (MDOT SHA) in Baltimore City, MD.** *The eligible list resulting from this recruitment may be used to fill DOT Internal Auditor II vacancies throughout the Maryland Department of Transportation.*

### **\*Connecting You to Life's Opportunities\***

#### **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:** Three 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 you are applying for.**

**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 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 are 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 a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION.

Selected candidates may be subject to background and reference checks.

**You may download an application, or you may apply online at: [www.mdot.maryland.gov/employment](http://www.mdot.maryland.gov/employment).** If you need a paper application mailed to you, please call (410) 865-1073. Mail your application to: Recruitment and Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076. **Your application must be received by October 17, 2018.** Postmarks will not be accepted. Applications sent without sufficient postage will not be accepted and will be

returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted. Appropriate auxiliary aids and services for qualified individuals with disability 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 at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B 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: 9/19/18

Reissue Date: 10/3/18

### **DOT Internal Auditor II Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor's degree in Accounting?  
 Yes    No
  
- \* 2. If you do not have a degree in accounting, please list 30 credits in accounting and related courses. Please state where and when these courses were taken. If you do not possess this or have already indicated that you possess an Accounting degree, please write N/A.
  
- \* 3. 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