



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Internal Auditor II (DOT Internal Auditor II) Contractual

SALARY:	\$44,017.00 - \$70,265.00 Annually
OPENING DATE:	02/13/18
CLOSING DATE:	05/15/18 11:59 PM
DESCRIPTION:	

COMPETITIVE CONTRACT ANNOUNCEMENT (OPEN)
State Highway Administration
Office of Audits (Baltimore City)
Internal Auditor II (DOT Internal Auditor II) (7162) (SP#18-17-02A)

PREVIOUS APPLICANTS NEED NOT APPLY

THERE IS NO RECONSIDERATION PERIOD FOR THIS RECRUITMENT

RECRUITMENT: (Open) The Maryland Department of Transportation's State Highway Administration's **Office of Audits** located in **Baltimore City**, is recruiting for a contractual **Internal Auditor II** position. The successful candidate must meet the minimum qualification at the time of the closing date. This is a contractual position with the possibility of becoming permanent.

This is a contractual position, which offers some state paid benefits.

NATURE OF WORK: The Office of Audits is an independent appraisal function established to examine and evaluate activities as a service to management and the Secretary. Internal Audit is an internal control that functions by measuring and evaluating the effectiveness of other controls. To this end, Internal Audit furnishes findings, conclusions, and recommendations concerning the activities reviewed.

The Internal Auditor II will conduct and report on financial and operational audits as well as special projects of various SHA offices, consulting engineering firms, construction projects which have contractual obligations with MDOT, SHA, and/or other modal administrations. This position will review and document procedures and internal controls, and conduct audits, documenting pertinent testing and results through thorough and complete audit work papers

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.

Special Requirement: Candidates must be able to travel, including overnight.

Preferred Qualification: The ideal candidate will possess excellent communication skills (both orally and written)

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.

ADDITIONAL INFORMATION:

TO APPLY: All applicants must submit an application online at <http://agency.governmentjobs.com/mdotmd> (use of this option allows the application to be saved). Since the test may be a rating of the information contained in the application, it is essential that the application be filled out **completely and accurately**. Resumes **will not** be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in the online DTS-1 application form. You may refer to a resume **only** to expand on information offered in the body of the online DTS-1 application. 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. Selected candidates may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply. All candidates serve an initial probationary period of 6 months, which may be extended to 12 months.

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan a free transit program, and advanced education and training opportunities.

The incumbent in this position may be a member of a covered bargaining unit and may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

Please Note: The Maryland State Highway Administration will no longer sponsor new employees in application of the H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration and Reform 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.

Applications must be submitted online by the closing date.

If you have any questions, please contact the Recruitment and Examination Division at the number(s) listed below:

410-545-5554 or 1-877-743-9311

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please call at 410-545-5554 or the Maryland Relay Service at 1-800-735-2258. SHA is an EQUAL OPPORTUNITY EMPLOYER and is committed to complying with the letter and spirit of the Americans with Disabilities Act.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SHA 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.

Internal Auditor II (DOT Internal Auditor II) Contractual Supplemental Questionnaire

- * 1. Do you possess 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?

Yes No

- * 2. Do you have three years of experience conducting financial and operational internal audits that include elements for finance and compliance, economy and efficiency, and program results? Please include name of employer, job title, dates of employment, and hours worked per week, this information must also be reflected in your application. If you DO NOT possess experience in this area, put N/A in the box below.

* Required Question