



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Internal Auditor II

| | |
|----------------------|--|
| SALARY: | \$46,492.00 - \$74,933.00 Annually |
| OPENING DATE: | 03/04/20 |
| CLOSING DATE: | Continuous |
| DESCRIPTION: | |

OPEN RECRUITMENT **Open Until Filled**

The Maryland Department of Transportation (MDOT) welcomes qualified applicants for the position of Internal Auditor II. This is proficient-level professional auditing work. The selected candidate will utilize professional auditing standards to conduct operational, financial, compliance, economy and efficiency, and performance audits of MDOT agency records, information systems and business processes to assess compliance with applicable laws, regulations and policies. Audits are performed independently or as a member of an audit team.

An Internal Auditor II performs a range of auditing functions. This typically includes: performing audit tests and identifying material exceptions to generally accepted accounting principles and material noncompliance with applicable laws, regulations and procedures; reviewing financial and operational transactions, documents, records and reports to obtain facts and verify accuracy; conducting discussions with operational staff and management to verify facts and obtain explanations and reasons for apparent deficiencies; evaluating the adequacy and effectiveness of internal controls; preparing documentation regarding specific audit findings; making recommendations as to how to correct unsatisfactory conditions and improve operations; and performing special audits and investigations as required. This work may require travel throughout the state, including overnight travel.

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

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

Connecting You to Life's Opportunities

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education: A bachelor's degree in accounting from an accredited college or university or a bachelor's degree from an accredited college or university with thirty (30) credit hours in accounting and related courses.

Experience: Three (3) 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 Certified Public Accountant (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 CPA 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 the required experience.
4. Applicants may substitute U.S. Armed Forces military service experience as defined under the experience requirement of the Minimum Qualifications for the required experience on a year-for-year basis.

LICENSES & CERTIFICATIONS:

Employees in this classification are assigned duties which require the operation of a motor vehicle. Employees assigned such duties are 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) 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 apply online or download an application at: www.mdot.maryland.gov/employment. If you need a paper application mailed to you, please call 410-865-1073. Mail your application to: MDOT Recruitment & Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076. Applications sent without sufficient postage will not be accepted and will be returned. 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.

All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Please also note that the Maryland Department of Transportation is *not* sponsoring new employees in application of the H-1B Visa due to budgetary constraints. 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. must, at the time of application, submit proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as World Education Services (www.wes.org) or member organizations of the National Association of Credential Evaluation Services (www.naces.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: 03/04/2020

Internal Auditor II Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree in accounting from an accredited college or university?
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 do not have a bachelor's degree in accounting from an accredited college or university, but have a bachelor's degree in another field that includes at least thirty (30) credit hours in accounting and related courses, please list the name of each of your accounting and related courses below. Include the number of credits earned for each course. If you have not earned thirty or more such credit hours, please write "N/A" below.

- * 4. Do you have at least three (3) 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

