MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Internal Auditor Lead

SALARY:	$46,857.00 - $75,012.00 Annually
OPENING DATE:	11/14/18
CLOSING DATE:	11/28/18 11:59 PM
DESCRIPTION:	

OPEN RECRUITMENT

The Internal Auditor Lead assists in the design and implementation of complex comprehensive audits and investigations involving financial, compliance, economy and efficiency, and performance audits. The Internal Auditor Lead has responsibility for assigning, reviewing and approving the work of Internal Auditors. Duties include but are not limited to: providing advice, guidance and direction to lower level Internal Auditors concerning unusual problems; determining the procedures, methods, approaches and techniques to implement an approved audit program; conducting discussions with operational staff and management to obtain explanation of and reasons for apparent deficiencies; evaluating the adequacy and effectiveness of internal controls; preparing audit report drafts; recommending means to correct unsatisfactory conditions and to improve operations; and performing special audits and investigations as required.

The current vacancy exists at the Maryland Department of Transportation's 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.

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: 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 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. 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 11/28/18.*** 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: 11/14/18

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, do you have a Bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses? Please list those courses or write 'N/A'.

* Required Question