



MARYLAND DEPARTMENT OF TRANSPORTATION  
invites applications for the position of:

## Senior Auditor (Administrator II)

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<b>SALARY:</b>	\$47,795.00 - \$76,513.00 Annually
<b>OPENING DATE:</b>	03/15/19
<b>CLOSING DATE:</b>	04/01/19 11:59 PM
<b>DESCRIPTION:</b>	

### Open Recruitment

#### Position Specific Recruitment

*This is a position specific recruitment and is open to anyone who meets the minimum and selective qualification\* listed below. The resulting list of eligibles will be used to fill this MDOT TSO position or function only. You will need to reapply for any future recruitment conducted for this job classification.*

The Maryland Department of Transportation The Secretary's Office (MDOT TSO) is currently recruiting for a Senior Auditor (Administrator II). This position will be responsible for assisting in the design and implementation of complex comprehensive audits, reviews, and evaluations of State and Federal programs and activities administered by MDOT, other State and Federal agencies, municipalities, and private sector organizations. The Senior Auditor will utilize professional auditing standards to perform audits in the following categories: financial, compliance, economy and efficiency, and performance. This position will also provide advice to Executive level management and operating officials, perform special investigations as needed, and assist in conducting special projects requested by the Secretary of Transportation or Executive management. **The probationary period for this position will be 12 months.**

**The current vacancy exists at MDOT TSO located in Hanover, Maryland (Anne Arundel County).**

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

### QUALIFICATIONS:

#### MINIMUM QUALIFICATIONS:

**Education:** Possession of a Bachelor's degree from an accredited college or university in Accounting, Auditing, Public Administration, Business Administration, Finance, Economics or a related field\*.

**Experience:** Four years of experience in administrative or professional work. **Two years of this experience must include conducting financial or operational internal audits or business process reviews.\***

*\* A Selective Qualification Recruitment is conducted for a job or position when there is a specific or additional bona fide occupational qualification (i.e., knowledge, skill or ability).*

**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 or any other experience that is relevant to the position you are applying for.**

**If you have held more than one (1) position at the same employer, please list each position that you held and the length of time that you held each position.**

**Notes:**

1. Candidates may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses for the required education. **You must submit a copy of your unofficial/official college transcript.**
2. 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.
3. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-to-year basis for the required general experience.
4. Candidates may substitute U.S. Armed Forces military service experience involving staff work related to the administration of rules, regulations, policies, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant on a year-for-year basis for the required experience.
5. Candidates may substitute U.S. Armed Forces military service experience involving professional accounting, auditing, budgeting, fiscal or financial management on a year-for-year basis for the required education.

**LICENSES & CERTIFICATIONS:**

Employees in this classification will be assigned duties that require the operation of a motor vehicle. Employees will be required to possess a motor vehicle operator's license valid in the State of Maryland. **All applicants must list their Driver's License number and expiration date on the application.**

**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 4/01/19. 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 Reform and 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: 3/15/19

### **Senior Auditor (Administrator II) Supplemental Questionnaire**

- \* 1. Please describe your experience with conducting financial or operational internal audits or business process reviews. If you do not possess this experience, please write 'N/A'.
- \* 2. Please include where you obtained this experience. This experience must also be documented in your application. If you do not possess this experience, please write 'N/A'.
- \* Required Question