



MARYLAND DEPARTMENT OF TRANSPORTATION  
invites applications for the position of:

## Audit Manager (Fiscal Services Administrator III)

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<b>SALARY:</b>	\$58,168.00 - \$93,395.00 Annually
<b>OPENING DATE:</b>	03/15/19
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

### **OPEN RECRUITMENT** **Open Until Filled**

#### Position Specific Recruitment

*This is a position specific recruitment and is open to anyone who meets the minimum and selective qualifications\* 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 recruiting for an Audit Manager (Fiscal Services Administrator III). The Audit Manager is responsible for managing and overseeing staff auditors in conducting operational, fiscal, compliance, economy and efficiency, and performance audits of MDOT agency records, information systems, and business processes to verify compliance with applicable laws, regulations, policies and procedures, and contract provisions. This includes maintaining responsibility for managing the entire audit process from planning the audit, executing audit steps, reporting findings, and making recommendations for corrective action. This position also trains, coaches, evaluates, and manages staff performance.

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

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

#### **QUALIFICATIONS:**

#### **MINIMUM QUALIFICATIONS:**

**Education:** Possession of a bachelor's degree in accounting, auditing, public or business administration, finance, economics or a related field from an accredited college or university.

**Experience:** Seven years of experience in professional accounting, auditing, budgeting, fiscal or financial management. **\*Four years of this experience must include conducting operational, compliance or internal audits of various business processes.**

\* This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill or ability).

**The ideal candidate will possess four (4) years of experience managing staff in conducting operational, compliance or internal audits of various business processes.**

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 may substitute a bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, for the required education. If you do **not** have a bachelor's degree in Accounting, you must submit a copy of your unofficial/official college transcript so that we may review your coursework.
2. Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) for one year of the required experience.
3. Applicants may substitute possession of a master's degree in one of the above-specified fields for one year of the required experience.
4. U.S. Armed Forces military service experience as defined under the Minimum Qualifications may be substituted for the required experience on a year-for-year basis.

**LICENSES & CERTIFICATIONS:**

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

**ADDITIONAL INFORMATION:**

**TO APPLY:** You must complete an MDOT (DTS-1) 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.

**The probationary period for this position will be 12 months.**

You may apply online or download an application 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. Applications sent without sufficient postage will not be accepted and will be returned. Appropriate auxiliary aids and services for qualified individuals with disabilities 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 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. 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 ([www.naces.org](http://www.naces.org)) or World Education Services: International Credential Evaluation ([www.wes.org](http://www.wes.org)).

**The incumbent in this position will not 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**  
**Reissue date: 4/1/19**

**Audit Manager (Fiscal Services Administrator III) Supplemental Questionnaire**

- \* 1. Do you have at least four (4) years of experience conducting operational, compliance or internal audits of various business processes?  
 Yes    No
  
- \* 2. If you answered "Yes", please list below the specific duties you performed regarding conducting operational, compliance or internal audits of various business processes.
  
- \* Required Question