



Internal Auditor

The University System of Maryland Office (USMO) invites applications and nominations for the Exempt Staff position of Internal Auditor. The Internal Auditor is a key member of the Internal Audit staff within the office of the University System of Maryland (USM) located in Columbia, MD.

This position reports directly to the Internal Audit Manager and will function as a lead auditor working independently or with other auditors on certain projects. The position's primary responsibilities include completing all aspects of assigned operational and financial audits pertaining to USM activities. The internal auditor is responsible for planning, researching, interviewing, conducting field work, reporting, and communicating results. The Internal Auditor's general responsibility is to ascertain whether university organizational units are performing their planning, accounting, custodial, or control activities in a manner consistent with university objectives and high standards of administrative practice, as well as to determine if those units are in compliance with management's instructions, applicable to policy statements and procedures. Audit assignments require travel to other USM campuses and units.

The qualified candidate will have a bachelor's degree in accounting or related subject with 24 semester hours or 36 quarter hours in required subject for admission to the CPA exam. The position requires excellent communication skills, proficiency in technical writing and willingness to work collaboratively in a team environment. The preferred candidate will possess a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) certificate and have at least three years of professional full-time audit experience, preferably with a large public accounting firm, or a government or educational audit organization.

The successful candidate will be: proficient in selecting and administering appropriate accounting and auditing theories, principles, techniques, and practices; capable of applying applicable precedents and understanding auditing trends, developments, procedures and legislation controlling the activity or function audited; able to clearly, concisely, and effectively prepare and present both written and oral reports; and able to gain the cooperation of and cooperate with others and to visualize the effects of recommended changes. Must possess tact, persuasiveness, sound judgement and integrity.

Applications received by **Friday, March 22, 2019** will be given priority consideration. All other resumes will continue to be reviewed until the position is filled. Applicants must combine all application materials (cover letter, resume and list of three references with contact information) into one PDF or Microsoft word document to the following email address: hr-staffauditor@usmd.edu.