



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

DOT Internal Auditor I

SALARY:	\$52,575.00 - \$80,992.00 Annually
OPENING DATE:	06/09/23
CLOSING DATE:	Continuous
DESCRIPTION:	

OPEN RECRUITMENT

If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

The Maryland Department of Transportation (MDOT) is seeking a DOT Internal Auditor I. A DOT Internal Auditor I is the intermediate level of work conducting finance and compliance, economy and efficiency, and program result audits of a DOT agency's records and accounting systems to verify their correctness or to determine their compliance with provisions of a statute or contract. The audits are performed independently or as a member of an audit team.

Duties include but are not limited to: identifying records or activities to be reviewed; performing audit tests and identifying material exceptions; reviewing and analyzing financial and operational transactions, documents, records, and reports to obtain facts and verify accuracy; conducting or participating in discussions with operational personnel to verify facts; preparing statistical tables and charts and financial summaries; evaluating the adequacy and effectiveness of internal controls; and performing special audits and investigations. Employees in this classification receive moderate supervision from a DOT Internal Auditor Supervisor or DOT Internal Auditor Program Supervisor. Technical guidance may be received from a DOT Internal Auditor Lead. The work may require travel throughout the state, including overnight travel.

Vacancies for one (1) permanent position and one (1) contractual position exist at the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) located in Baltimore City, MD. The eligible list produced from this recruitment may be used to fill Internal Auditor I vacancies throughout the Maryland

Department of Transportation.

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: MDOT Benefits

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: One (1) year of experience conducting internal or external financial and operational 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 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. Candidates may substitute equivalent U.S. Armed Forces military service experience for civilian experience cited above.

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 employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **No paper applications will be accepted.**

Selected candidates may be subject to background and reference checks.

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>.

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 or providing an extension of an existing 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 (<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: 6/9/23

DOT Internal Auditor I Supplemental Questionnaire

***QUESTION 1**

Do you possess a bachelor's degree in accounting from an accredited college or university?

- Yes
- No

***QUESTION 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

***QUESTION 3**

If you answered "Yes" to Question #2, please list the name of each of your accounting and related courses below. Include the number of credits earned for each course. If you answered "No" or possess a bachelor's degree in accounting, please type "N/A" below.

***QUESTION 4**

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.

***QUESTION 5**

Do you have at least one (1) year of experience conducting internal or external financial and operational audits that include elements for finance and compliance, economy and efficiency, and program results?

- Yes
- No

***QUESTION 6**

Please select which type of employment you will accept:

- Permanent
- Contractual
- Both

*** Required Question**