

DEPUTY INSPECTOR GENERAL AUDITOR (#15005) (E36)

The Maryland-National Capital Park and Planning Commission (Commission) is a nationally recognized and award-winning organization whose mission is to manage physical growth and plan communities, protect and steward natural, cultural, and historic resources, and provide leisure and recreational experiences. The organization serves citizens within Montgomery and Prince George's counties and employs over 5000 full time and seasonal employees.

This position supports the Office of the Inspector General (OIG) for the Maryland-National Capital Park and Planning Commission. The OIG supports a hybrid telework model with flexible arrangements. The OIG's office is located in Riverdale, Maryland.

The OIG is seeking an a highly motivated Deputy Inspector General. The Deputy Inspector General reports to the Inspector General and serves as Acting Inspector General in Inspector General's absence. This is an experienced managerial position, responsible for supervision of a team of at least five (5) investigators/auditors AND the independent completion of audits and investigations.

The OIG completes performance and information technology audits, investigates fraud, waste, and abuse allegations, and performs management advisory services.

Key Responsibilities

This position is ideally suited for a candidate with substantial audit/investigative and supervisory experience conducting data-driven and records-intensive audits and investigations.

- Leads and manages a team of professionals. Fosters the training, growth, and career development of OIG staff through focused coaching, feedback, and development efforts to build leaders capable of meeting current and future challenges in the OIG, and to help ensure effective succession planning.
- As direct supervisor, the Deputy Inspector General will assist OIG team members with:
 - Identification of risk areas and audit objectives
 - Audit planning
 - Audit/Investigation program development
 - Completion of audit fieldwork
 - Review and approval of workpapers
 - Report preparation
 - Coordination with Commission management
- Conduct (i.e. auditor-in-charge) audits and investigations in accordance with Generally Accepted Government Auditing Standards, and Principles and Standards for Offices of Inspector General.

- Develop and present recommendations to Commission management including practical ways to optimize controls and improve efficiency. Create reports that may be complex, and include regression analysis, charts, graphs and other media.
- Conduct management advisories and special studies of a complex nature.
- Ensure internal audit methodology is in conformity with the OIG's quality assurance program. Ensure audit methodology is consistently applied and documented.

Important Worker Characteristics:

Experience supervising, training, and developing professional staff.

Extensive knowledge of principles, standards, methods, techniques and generally accepted practices of professional auditing across various functional and business domains such as accounting, purchasing, payroll, human resources, and information technology.

Comprehensive knowledge of (a) forensic auditing for investigation of suspected fraud, waste and abuse; (b) inherent and residual risk and mitigation controls; and, (c) computer and network systems.

Considerable skill in problem solving in order to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.

Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand, and at times, agree, comply or take other desired action(s).

The ideal candidate has writing experience, is adept at writing reports, and can adjust to the needs of his or her editors.

Minimum Qualifications

- Bachelor's Degree in Finance, Accounting, Auditing, Business, Information Technology or any related field.
- Eight (8) years of progressively responsible internal auditing/auditing experience that includes substantive work in the range of duties and responsibilities in this class specification.
- An equivalent combination of education and experience may be substituted, which together total 12 years.

- Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Preferred Qualifications

- Relevant Professional Certification(s)
- Experience leading teams and supervising staff
- Documented experience completing Information Technology Audits, including ERP pre/post implementations

Salary Range: \$97,737 - \$173,099 per year

Visit www.mncppc.org/jobs/ to apply on-line.

Supplemental Information

- Applicants may be required to complete a written assessment demonstrating their communication skills, analytical abilities, and knowledge of auditing and investigative standards.
- Must complete a criminal background check prior to hire.
- Person(s) hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions).

Questions on Employment Application

Please provide a narrative statement demonstrating your knowledge and experience leading audit teams.

Please provide a narrative statement demonstrating your knowledge and experience in problem solving in order to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.