



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**OFFICE OF THE STATE SUPERINTENDENT**

November 6, 2009

AUDIT OFFICE

**POSITION TITLE:** Fiscal Services Administrator VI, (Director of Audit)

**POSITION NUMBER:** 082530

**SALARY:** State Salary Grade 23  
Annual Salary Range: \$62,741 - \$91,584  
(Standard Temporary Salary Reduction Schedule Effective 09/23/2009)

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland

**NATURE OF WORK:** This is a professional position serving as **Director of the Audit Office**, responsible for providing direction and management for all audit activities and ensuring that the Maryland State Department of Education's (MSDE) budgets and financial resource allocation and usage are in compliance with State and federal laws, regulations, and practices and for implementing the State statute as mandated in the Education Article.

**DUTIES AND RESPONSIBILITIES:** Plans, directs, and manages the day-to-day operation of the Audit Office and State Aide Unit and all audit activities conducted by 14 professional and management staff; provides leadership in the development of statewide audit plans for local school systems in alignment with No Child Left Behind; assures integrity of all compliance audits related to State expenditures for education and recommends changes to audit methodologies; develops and coordinates methods to ensure that statewide educational policies, practices and methods are implemented in accordance with State federal and local laws; provides testimony to legislators during legislative session; evaluates audit reports submitted by local school systems assuring compliance with the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board, and Government Auditing Standards.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree in Accounting, Finance, Economics or related area. Possession of a CPA Certificate is preferred.

**EXPERIENCE:** Six years of professional experience in the preparation and execution of Financial Audits. Two years of the required experience must have been in direct supervision of other professional employees. Experience with State statute desired.

**NOTES:**

1. Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) or a Master's Degree in Accounting, Finance, or Economics for one year of the required experience.
2. Applicants may substitute one year of professional accounting experience for one year of the required experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of program allocation of financial resources and financial accountability; Knowledge of generally accepted accounting and auditing principles; knowledge of the principles of internal control and financial reporting methods used by governmental organizations; skill in the interpretation of State and Federal laws and regulations; skill in using statistical sampling, audit, spreadsheet, database, and word processing software; ability to develop and implement policies and procedures for auditing and reporting, ability to analyze data and make sound decisions and recommendations; ability to manage, schedule, and multiple task; ability to maintain effective working relationships and to deal tactfully with people at all levels internal and external to the organization.

**PROCEDURE FOR APPLICATION:**

Applicants must complete a CPA Course Requirement Checklist and a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position Number 082530. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333. 3045, or visit our website at [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs). All applications will be accepted until the position is filled. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. In accordance with Code of Maryland Regulation 17.04.03.10C1, the selected applicant must consent to a Background Investigation as a required security procedure. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

November 20, 2009