



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
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 AUDIT OFFICE

August 30, 2019

POSITION TITLE: Financial Compliance Auditor II (Staff Auditor) 2 Positions

POSITION NUMBER: 048805 & 055888 (JobAps #19-006740-0001)

SALARY: Grade 15 Standard Salary Schedule
\$43,669 - \$69,505

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This position is responsible for completing audits of state funded projects / programs operated within the local public school systems to ensure compliance with applicable laws, regulations and guidelines.

DUTIES AND RESPONSIBILITIES: Performs audits of accounting reports, records and program documentation in accordance with audit procedures to verify compliance with Federal regulations and State laws; audits student enrollment records and reports, completes reports documenting school system audit results and recommends methods to improve procedures and repayment or reductions of State aid; completes pre-audit analysis and planning; prepares audit working papers using computerized software; assists in researching regulations and grant awards to determine audit criteria applicable to programs subject to audit; participates in entrance and exit conferences with management of the audited entity.

MINIMUM QUALIFICATIONS: **EDUCATION:** 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, including or supplemented by 3 credit hours in Auditing.

EXPERIENCE: Two years of experience performing financial and compliance audits of a State agency, grantee, business or other entity.

NOTES:

1. Possession of a certificate as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), or a master's degree in Accounting from an accredited college or university may be substituted for one year of the required experience.
2. Applicants may substitute one year of professional accounting experience for one year of auditing experience only.
3. 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.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Internal Review classifications or Auditing specialty codes in the Financial or Auditing fields of work on a year-for-year basis for the required experience.

**ESSENTIAL
REQUIREMENTS:**

Knowledge of generally accepted accounting and auditing principles; knowledge of the standards of accounting and financial reporting methods used by governmental and/or nonprofit 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 analyze data and make sound decisions and recommendations; ability to schedule work to effectively meet deadlines; ability to maintain effective working relationships and to deal tactfully with people at all levels internal and external to the organization.

**PROCEDURE FOR
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](#)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for position - **Financial Compliance Auditor II, Staff Auditor position #048805 & 055888 (JobAps #19-006740-0001)** - Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities available upon request

**CONDITIONS OF
EMPLOYMENT:**

Travel throughout the State to include overnight is required; the successful candidate must possess a motor vehicle operator's license valid in the State of Maryland. Proof of eligibility to work in compliance with the Immigration Reform and Control Act. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **9/13/2019** or Open Until Filled.