



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF THE STATE SUPERINTENDENT

July 1, 2016

AUDIT OFFICE

POSITION TITLE: Financial Compliance Auditor II (Staff Auditor - State Aid Unit)

POSITION NUMBER: 084011 Job Apps #16-006740-0001

SALARY: State Salary Grade 15
Annual Salary Range: \$41,358 - \$59,861

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position serving as a staff auditor in the State Aid Unit of the Audit Office responsible for performing financial and compliance audits of State grants provided to local public school systems.

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; produces audit working papers using computer audit/accounting software; completes pre-audit analysis and prepares working papers for field audits; assists in researching regulations and other authority to determine audit criteria applicable to audited programs; participates in entrance and exit conferences to explain procedures used and the results obtained during fieldwork.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's Degree with 30 credit hours in Accounting and related courses; including or supplemented by 3 credit hours in Auditing; CPA is preferred.

EXPERIENCE: Two years of experience performing financial and compliance audits of a state agency, grantee, business or other entity. Experience in performing and/or reviewing governmental and/or nonprofit organizations is preferred

NOTES:

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

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application). 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 **Financial Compliance Auditor II (Staff Auditor - State Aid Unit) PIN# 084011 (JobAps# 16-006740-0001)** 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 are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state (some overnight) are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by July 15, 2016 - Open until filled