MARYLAND GENERAL ASSEMBLY DEPARTMENT OF LEGISLATIVE SERVICES RECRUITMENT NOTICE

Position: Staff Auditor Office of Legislative Audits (OLA) Located at The Warehouse at Camden Yards

Salary: \$75,000 (entry-level)

Team Member Benefits: Click Here for More Information

Principal Duties:

- Conduct compliance and performance audits of State government agencies and local school systems throughout the State of Maryland.
- Perform audit procedures to determine State agencies' compliance with established fiscal policies and State laws, rules, and regulations under the supervision of the Senior Auditor.
- Interview agency personnel, document and evaluate internal controls.
- Collect, review, verify, and analyze audit evidence.
- Develop audit findings that are significant and relevant to the audit objectives and make recommendations for improvement.
- Prepare electronic working papers to document audit procedures performed.
- Review and evaluate management's procedures and internal controls to determine if an agency has achieved its objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations, and compliance with laws, rules, and regulations.
- Complete assignments within budgeted time and meet deadlines.
- Communicate effectively with staff members, agency personnel, and others.
- Write in a clear and concise manner.
- Use technical skills and knowledge of appropriate auditing standards and State laws, rules, and regulations.
- Maintain a professional image and conduct oneself in a manner that fosters a cooperative relationship with other office staff as well as agency personnel.
- Conduct work at the OLA office and on-site at the agency under review. Remote work from home is also permitted.

Qualifications:

Required

• Bachelor's degree, with a major in accounting or a related field preferred, from an accredited college or university graduating no later than May 2025

Desired

- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Ability to learn quickly
- Ability to work independently and contribute to a team effort
- Initiative
- Ability to adapt to changing work locations and settings

Send resume by October 25, 2024 to:

Office of Legislative Audits

Email: jobs@ola.state.md.us

Indicate applying for Staff Auditor position

The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role. If you have Equal Employment Opportunity Questions or a Reasonable Accommodation, please contact humanresources@mlis.state.md.us or Brooke.Connolly@mlis.state.md.us