

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of Legislative Audits**

**RECRUITMENT NOTICE**

**Position:** Staff Auditor Intern, contractual, full-time summer 2017

**Salary:** \$20 per hour

**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, State laws, rules and regulations under the supervision of the Staff 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 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.

**Qualifications:**

**Required**

- Candidates must have completed at least their junior year by May 2017 and be majoring in accounting at an accredited college or university graduating no later than May 2018.

**Desired**

- Strong analytical 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 and letter of interest by October 27, 2016 to:

Office of Legislative Audits  
301 West Preston Street, Room 1202  
Baltimore, Maryland 21201  
Fax: 410-946-5999 or 301-970-5999  
Email: [jobs@ola.state.md.us](mailto:jobs@ola.state.md.us)

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