

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

RECRUITMENT NOTICE

Position: Deputy Legislative Auditor, which reports directly to the Legislative Auditor

Salary: From \$145,000 to \$172,000, with actual salary within that range and commensurate with experience.

Principal Duties:

- Develop and monitor annual and long-range (4 years) audit plans to allocate staff resources in an effective manner.
- Oversee the Office's annual operating budget and administrative functions.
- Recommend revisions to the Office's Audit Policy and Administrative Manuals to improve processes and ensure compliance with Generally Accepted Government Auditing Standards.
- Supervise Directors and provide guidance and advice on the resolution of auditing and administrative issues impacting the Office Divisions as necessary.
- Oversee the Office's audit data analytics unit.
- Review audit reports prior to issuance, at the request of the Legislative Auditor.
- Assisting with media relations as needed.
- Provide leadership and coaching to Directors and staff, and create an environment necessary and appropriate to accomplish the Office's objectives.
- Liaise, develop, and maintain an effective working relationship with Department staff, members of the General Assembly, and State agencies under audit.
- Represent the Office by coordinating and participating in local and national professional associations and conferences.
- Provide advice and counsel to the Legislative Auditor regarding all aspects of the Office's operations.
- Performs other duties as assigned by the Legislative Auditor, including special assignments.

Desired Skills and Knowledge:

- Knowledge of Maryland State government operations, including laws and regulations.
- Knowledge of Government Auditing Standards, auditing theory, and techniques, including automated audit process and tools.
- Ability to interact with colleagues and others in a professional manner to foster cooperation and commitment to achieve Office goals, mission, and long-term interest.
- Effective oral and written communication skills.
- Ability to work independently and handle a variety of projects at once, while demonstrating initiative and assertiveness to successfully accomplish tasks.
- Ability to maintain confidentiality and handle sensitive work.
- Good organization and time management skills.
- Ability to think creatively and demonstrate an innovative perspective to formulate effective strategies and objectives, and draw logical conclusions and propose viable solutions and course of action.
- Knowledgeable in Microsoft Office and have the ability to use electronic workpapers.

Qualifications:

- Bachelor's degree in Accounting or related field.
- 7+ Years of professional government auditing or accounting experience is required, and experience in Maryland State government operations is preferred.
- Active Maryland certified public accountant's license [required by State Government Article, Section 2-1219(b)(1)].

About the Office and Areas of Opportunity:

The Office is located in the State Office Building, 301 West Preston Street, Baltimore, Maryland; large professional staff of approximately 100 auditors organized into three Divisions; the Office conducts periodic fiscal compliance audits of State agencies and financial management practices audits of local school systems; performance audits of certain agencies are conducted based on State law, legislative requests, and Office initiatives; the Office operates a fraud, waste, and abuse hotline and investigates related allegations; audits are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS); the Office participates in the National State Auditors Association (NSAA) Peer Review Program. The Position provides opportunities to actively participate in NSAA activities and will receive GAGAS compliant continuing professional education on an annual basis.

Resumes that do not meet the requirements above will not be considered.

SEND RESUME AND LETTER OF INTEREST BY AUGUST 9, 2019:

Department of Legislative Services/Human Resources Office

90 State Circle, Room 311

Annapolis, MD 21401-1991

FAX 410-946-5140 or 301-970-5140

[e-mail:jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) Website:<http://dls.maryland.gov>

Code 12/19SW (Required On All Resumes)

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.

7/24/2019