

**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: \$70,000 (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 2023

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 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 will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.