



**VACANCY ANNOUNCEMENT**

**September 8, 2020**

**INTERNAL AUDITOR  
 Central Office – Internal Auditing  
 (Vacancy effective December 1, 2020)**

Under general direction of the Chief Auditor, the Internal Auditor develops, implements, and evaluates financial, operational, IT, and compliance internal audits for assigned organizational areas and functional activities in accordance with the annual Office of Internal Audit work plan approved by the Board of Education.

**DUTIES AND RESPONSIBILITIES INCLUDE**

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Assists with the development of the approved annual audit plan, including a risk assessment, goals and objectives, and staff activities for the year.
- Conducts multiple risk-based audits, fraud investigations, and special projects under the general direction of the Chief Auditor.
- Utilizes various types of software applications, including data analytic software and electronic workpapers, to facilitate efficient and effective audits and investigations.
- Documents current operating practices through interviews and observation and evaluates the adequacy and effectiveness of internal controls.
- Reviews and analyzes financial and operational transactions, documents, records, and reports to obtain facts and verify accuracy.
- Identifies material exceptions to generally accepted accounting principles and material noncompliance with applicable laws, regulations, and procedures.
- Prepares clear and concise working papers and other documentation supporting discussions, operational facts, and results of testing to justify conclusions.
- Prepares formal written reports, expressing conclusions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out.
- Establishes and maintains a professional rapport with all internal and external parties.
- Serves as a leader and a role model to promote the image of the Office by producing quality work, sharing knowledge, and exhibiting professionalism.
- Attends Board Audit Committee meetings, as required.
- Assists in the cross-training of staff and the professional development of the audit teams.
- Sets and attains personal goals and the required professional development goals.
- Updates the Internal Auditor through regular interaction and status reports with regard to assigned projects and number of project hours used.
- Adheres to the profession's code of ethics and the confidentiality of information.
- Performs other work-related duties as assigned.

**SALARY**

Grade E of the 12 Month Salary Schedule for Non-Certificate Administrative, Technical and Supervisory Professionals (\$86,316 - \$104,287).

**REQUIREMENTS**

- Bachelor's degree from an accredited college or university in accounting, business administration, or related field.
- Possession of certification with the designation Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE).
- Four years of audit experience, including experience in governmental accounting and auditing. Internal audit and performance auditing experience preferred.
- Proficient in the use of data analytic software, electronic workpapers, and Microsoft Office software.

- Able to work with limited supervision.
- Able to successfully collaborate with all levels of personnel.
- Able to compose clear and concise audit procedures, findings, and recommendations; to gather and analyze accurate and relevant audit information; to communicate audit findings and recommendations effectively; to process and assimilate large amounts of reading materials; to perform numerical analyses; to interpret statutes and instructions; to trace transactions to original documents for verification purposes; and to evaluate documents for accuracy and legal conformance.
- Excellent oral and written communication skills.
- Able to perform assigned duties in accordance with accepted professional standards.

**HOW TO APPLY**

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE**

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by **Friday, October 2, 2020** will receive immediate consideration.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.