

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 4, 2024

















HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

INTERNAL AUDITOR
Central Office – Board of Education

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.

**ESSENTIAL DUTIES
AND
RESPONSIBILITIES
MAY
INCLUDE**

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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 Chief 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 required and assigned.

SALARY

- This is twelve-month position. Salary range based on the FY 2024-2025 AHCATSP Salary Schedule for Non-Certificate Administrative, Technical and Supervisory Personnel. Starting Salary: \$97,521– Maximum Earnings Potential \$128,677.
- Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- 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) or Certified Internal Auditor (CIA).
- Five years of audit experience, including experience in governmental accounting and auditing. Internal audit and performance auditing experience in a school system setting is 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 application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.