



Executive IV
“Internal Auditor”
Recruitment 18-009604-0002
Open Until Filled

This is a sole function position responsible for planning, directing and administering all aspects of the State Treasurer’s Office’s internal audit program. As such, this position establishes overall program goals, standards, controls, policies and procedures for the revisions/improvements in order to continue to meet program objectives. This position is responsible for implementing and managing both short-term and long-range plans for program operations. The position will represent the agency before Federal, State and local officials, legislative committees, external audit sources, and executives of other agencies concerning program activities.

The internal auditor is responsible for establishing and maintaining effective internal control- A process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including safeguarding of assets, and compliance with applicable laws, rules, and regulations are achieved. This position serves a critical role in maintaining the integrity of internal controls by identifying and researching systemic issues, and auditing the functions of various treasury-unique programs, all of which have a statewide impact on other agency programs.

Some Examples of the programs in which this position is responsible for internal control include:

- Statewide cash reconciliation, policies and procedures for utilization of authorized State-contracted banks and banking services
- Collateralization of all State bank accounts
- State Insurance Trust Fund agency premium setting
- Underwriting to insure and protect all of the State’s assets
- Cash Management Improvement Act and the negotiation of the annual compliance contract between the Federal US Treasury and the State agencies affected by federal programs
- Sound investment of funds
- Disaster Recovery
- Statewide contracts procured by the Treasurer for Statewide financial services
- Tax exempt bonds and Federal compliance

Educational Requirements: Bachelor’s Degree in Finance, Accounting or a related field. Post Graduate work preferred.

The ideal candidate will have:

- Minimum of one (1) year experience coordinating and conducting fiscal compliance and information technology audits
- At least three years of experience in Maryland State Government auditing with an emphasis on and working knowledge of State fiscal and related matters as well as broad familiarity with State operations.

Notes: Applicants will be subject to a background investigation to include credit, criminal and driving history.

Job opportunities within the Maryland State Treasurer’s Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting “Office of the Treasurer”, you can view all active recruitments within our agency.

First time users can register for an account by selecting a position to apply for, choosing “I am A new user” at the bottom, then keying in the necessary fields. Visit www.jobaps.com/md to apply.

For more information about this recruitment, please contact the Maryland State Treasurer’s Office, Human Resources at 410-260-6382 or send your resume via fax/email to 410-260-4090 / hr@treasurer.state.md.us.