



Nancy K. Kopp
State Treasurer

Bernadette T. Benik
Chief Deputy Treasurer

**Maryland State Agency Job Announcement
Management Service**

EXECUTIVE DIVISION

Treasury Specialist VII – Internal Auditor Program Supervisor

\$55,419 Base (Grade 21)

****CLOSING DATE: Open Until Filled**

THIS IS A POSITION SPECIFIC RECRUITMENT

MINIMUM QUALIFICATIONS:

- Possession of a Bachelor's Degree from an accredited four-year college or university including or supplemented by at least eighteen (18) credit hours in accounting, business administration or an equivalent subject.

DESIRED QUALIFICATIONS:

- Minimum of three (3) years experience coordinating and conducting fiscal compliance and information technology audits.

Notes: Applicants will be subject to a background investigation.

The following are essential functions of this position (not all-inclusive):

- Design and implement an internal audit function for the STO based on examples of such functions in other States and other agencies of the State as well as programs developed by the Office of Legislative Audits, to be submitted to the Treasurer and Chief Deputy Treasurer for review and approval.
- Audit all functions of the STO in accordance with the approved audit plan and schedule. Review and analyze financial transactions, verify bids on investment placements, disbursement transactions, insurance claims settlements, and bank reconciliations. Report all findings to the Treasurer and Chief Deputy Treasurer, review management responses and verify compliance with approved programmatic modifications.
- Serve as agency liaison to State, Legislative and Federal auditors and bear responsibility for the coordination of response to audit comments, issues and questions.
- Experience in Maryland State Government (Executive or Legislative) with an emphasis on State fiscal and related matters as well as broad familiarity with State operations and current issues a plus.

TO APPLY: Resumes will be evaluated based on the materials submitted in relation to the position requirements. Therefore, it is important to provide complete and accurate information to describe your prior training and experience. Please send a resume to:

**MD State Treasurer's Office
Personnel Office
80 Calvert Street, Room 109
Annapolis, MD 21401
Fax: 410-974-3530
hr@treasurer.state.md.us**

General questions may be directed to the Personnel Office at 410-260-7078 or 410-260-6382. This is a Management Service position which serves at the pleasure of the Maryland State Treasurer and her designated appointees.

Issued: 3/2011/4377/CLB