

HOWARD COUNTY GOVERNMENT  
invites applications for the position of:



## Executive Assistant II (Internal Auditor) – County Administration

An Equal Opportunity Employer

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**SALARY:**

\$40.15 - \$68.70 Hourly  
\$83,518.24 - \$142,904.32 Annually

**OPENING DATE:** 03/01/19

**CLOSING DATE:** 03/22/19 11:59 PM

**POSITION SUMMARY/CLASS DESCRIPTION:**

This position is appointed and serves at the pleasure of the Chief Administrative Officer.

**POSITION SUMMARY/CLASS DESCRIPTION:**

Performs advanced and highly responsible professional work in governmental auditing and program analysis. Plans, controls, directs and implements comprehensive audits designed to evaluate internal controls, add value, improve operations and minimize risks throughout Howard County Government and affiliated agencies, on behalf of the County Executive. The Internal Auditor reviews programs, operations, and conducts special projects in accordance with generally accepted auditing standards and all legal statutory requirements. The Internal Auditor helps safeguard assets by minimizing risk and ensuring that the mission, objectives, and key goals of the County are carried out. The Internal Auditor conducts systematic, periodic examinations of the accounts and records of Howard County Government and affiliated agencies to provide assurance that appropriate policies and procedures are in place and functioning as intended.

This position is included in the Howard County Executive exempt service. The incumbent serves at the pleasure of the appointing authority as provided by County Code. (HoCo Code Sec. 1.306)

Performs advanced professional level administrative work under direction of the chief administrative officer. Carries out legislative coordination functions such as analyzing and preparing executive legislation, or oversees lobbying activities on behalf of the county government. Employees in this class will also perform special assignments and projects for the executive and may serve as hearing officer in delegated cases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following. Other duties may be assigned.

Plans and conducts complex auditing assignments, including risk assessments and evaluations of internal controls.

Conducts audits or otherwise carries out comprehensive reviews to determine the reliability and integrity of financial and operating information.

Conducts audits or otherwise carries out comprehensive analyses of County systems to ensure compliance with County policies and plans.

Conducts audits or otherwise carries out comprehensive reviews of the County's procedures for safeguarding assets and verify the existence, location and/or disposition of assets.

Conducts audits or otherwise carries out comprehensive analyses of the economy and efficiency with which County resources are employed.

Conducts audits or otherwise carries out analyses of operations and programs to ascertain whether results are consistent with established goals and objectives.

Assist County agencies in developing work plans to address operational deficiencies or to improve operations.

Acts as liaison with Federal, state, and other counties' representatives.

Represents the Administration at public meetings and makes presentations regarding the findings resulting from audits or other analyses that have been conducted.

Position has no assigned supervisory responsibilities.

**MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's Degree and 5 years of experience or equivalent combination of education and experience.

**PREFERRED EDUCATION/KNOWLEDGES, SKILLS AND ABILITIES:**

Graduation from an accredited four-year college or university with major work in accounting and/or auditing, or finance; five years' experience in accounting and/or auditing, and Certified Public Accountant licensed in the State of Maryland.

Extensive knowledge of principles, practices and professional standards of auditing, accounting, and financial management, including generally accepted accounting principles, generally accepted auditing standards, and generally accepted government auditing standards.

Extensive knowledge of the organization, functions, programs, and general, financial, and administrative policies and procedures of County government and other agencies.

Thorough knowledge of policies and requirements of Federal and state agencies regarding financial and program transaction and reporting of County government.

Thorough knowledge of the applications of computer technology to the financial and management processes of County government.

Thorough ability to listen and communicate effectively, orally and in writing.

Thorough ability to apply accepted principles and techniques to auditing, financial, and program analysis.

Thorough ability to analyze financial transactions, statements, and records.

Thorough ability to analyze operations, practices, policies and procedures to identify opportunities for improvements, and to design improvements to financial management systems and practices.

Thorough ability to analyze complex legislation.

Thorough ability to establish and maintain effective work relations with colleagues, County officials, and the public.

Ability to work with no supervision on complex audit, budget, and legislative analysis assignments.

Ability to represent the County Executive in meetings with Howard County Government and

affiliated agencies executive and senior management staff, the County Council , federal, State, and local fiscal and management personnel.

**LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply principles of logical or legal thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, actuarial analysis, graphs, etc..) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Class C Maryland driver's license or equivalent issued by state of residence.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.howardcountymd.gov>

Job #19-00362  
EXECUTIVE ASSISTANT II (INTERNAL AUDITOR) – COUNTY  
ADMINISTRATION  
GW

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**Executive Assistant II (Internal Auditor) – County Administration Supplemental Questionnaire**

- \* 1. Your application, which includes any associated supplemental questions, must be complete at the time of submission and must clearly articulate the required work experience relevant to the position for which you are applying. The submitted electronic document must outline accurate dates to include (month and year) in association with each work history entry. Vague descriptions of experience will not be considered. Please include all pertinent experience in your application to include, full or part time, volunteer, military, acting capacity, or any other such work history that is applicable to the position for which you wish to be considered. Descriptions of duties that state "see resume" will negatively

impact your candidacy as resumes cannot be substituted in lieu of a completed application. Applicants will not be contacted for clarification or additional information.

I have read and understand the language outlined above.

- \* 2. Do you possess at least a Bachelor's Degree in Accounting and/or Auditing or Finance and five years of experience in accounting and/or auditing?  
Yes      No
  
- \* 3. If you have five years of experience in accounting and/or auditing, please describe your work and explain where you acquired this experience.
  
- \* 4. Are you a Certified Public Accountant licensed in the State of Maryland?  
Yes      No
  
- \* 5. Do you have extensive knowledge of principles, practices and professional standards of auditing, accounting, and financial management, including generally accepted accounting principles, generally accepted auditing standards, and generally accepted government auditing standards?  
Yes      No
  
- \* 6. If you have extensive knowledge of principles, practices and professional standards of auditing, accounting, and financial management, please describe your work and explain where you acquired this knowledge.
  
- \* 7. Do you have extensive knowledge of the organization, functions, programs, and general, financial, and administrative policies and procedures of County government and other agencies?  
Yes      No
  
- \* 8. If you have extensive knowledge of the organization, functions, programs, and general, financial, and administrative policies and procedures of County government and other agencies, please describe your work and explain where you acquired this knowledge.
  
- \* 9. Do you have thorough knowledge of policies and requirements of Federal and state agencies regarding financial and program transaction and reporting of County government?  
Yes      No
  
- \* 10. If you have thorough knowledge of policies and requirements of Federal and state agencies regarding financial and program transaction and reporting of County government, please describe your work and explain where you acquired this knowledge.
  
- \* 11. Do you have thorough knowledge of the applications of computer technology to the financial and management processes of County government?  
Yes      No

- \* 12. If you have thorough knowledge of the applications of computer technology to the financial and management processes of County government, please tell us the systems with which you worked and where you acquired this knowledge.
  
- \* 13. Do you have experience analyzing financial transactions, statements, and records?  
Yes      No
  
- \* 14. If you have experience analyzing financial transactions, statements and records, please explain where you acquired this experience.
  
- \* 15. Do you have experience analyzing operations, practices, policies and procedures to identify opportunities for improvements, and to design improvements to financial management systems and practices?  
Yes      No
  
- \* 16. If you have experience analyzing operations, practices, policies and procedures, please describe your work and where you acquired this experience.
  
- \* 17. Do you have experience analyzing complex legislation?  
Yes      No
  
- \* 18. If you have experience analyzing complex legislation, please describe your work and where you acquired this experience.
  
- \* 19. Do you possess a valid driver's license?  
Yes      No
  
- \* 20. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit [www.governmentjobs.com](http://www.governmentjobs.com), click on the "career seekers" link, and follow the prompts.  
Yes      No
  
- \* Required Question