



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
**Fiscal Manager II - Legislative Audit
Manager - County Council - Auditor's
Office**

An Equal Opportunity Employer

SALARY:

\$36.23 - \$62.03 Hourly
\$75,358.40 - \$129,022.40 Annually

OPENING DATE: 06/21/19

CLOSING DATE: 07/12/19 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

STARTING SALARY HIRING RANGE:

\$36.23-\$47.43
\$75,360-\$104,793

POSITION SUMMARY/CLASS DESCRIPTION:

Performs advanced and highly responsible professional work in governmental auditing and program analysis. Work involves responsibility for performing moderately complex auditing, program, and legislative analyses in the County Auditor's Office. Work involves planning, conducting, and supervising audits, internal control evaluations, and public program analysis, including budget; and analyzing and evaluating effectiveness and costs of County operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

Plans, supervises, and participates in moderately complex auditing assignments, including risk assessments and evaluations of internal controls; assigns and reviews work of staff members; conducts first-level reviews of work papers and drafts reports.

Analyzes difficult budget requests and related program and operational proposals of agencies subject to the County Council's appropriation authority. Meets with the County Council, County officials, and representatives of agencies subject to the Council's appropriation authority. May be required to present findings and recommendations to the County Council and other elected and appointed officials, and attend meetings of the County Council and respond to Council inquiries.

Analyzes the fiscal and operational impact of proposed legislation and assists the County Auditor in presenting findings and recommendations to the County Council.

May represent the County Auditor at committee hearings and sessions, such as the Planning Advisory Board and the Pension Board of Trustees meetings.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelors Degree and five Years of experience or equivalent combination of education and experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Graduation from an accredited four-year college or university with major work in accounting or finance; and five years' experience in accounting and/or auditing.

Certified Public Accountant.

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 subject to the Council's appropriation authority.

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 moderately complex audit, budget, and legislative analysis assignments.

Ability to supervise staff members and conduct first-level reviews of their work for compliance with generally accepted auditing standards, generally accepted government auditing standards, and the Office's policies and procedures manual.

Ability to represent the County Auditor in meetings with the County Council with Federal, state, and local fiscal and management personnel.

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.

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.

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

Job #19-00569
FISCAL MANAGER II - LEGISLATIVE AUDIT MANAGER -
COUNTY COUNCIL - AUDITOR'S OFFICE
GW

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**Fiscal Manager II - Legislative Audit Manager - County Council - Auditor's Office
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. **Are you willing to accept the salary hiring range for this position?**

Yes, I am willing to accept the starting salary hiring range.

No, I am not willing to accept the starting salary hiring range.

- * 3. Do you have five years of experience and a Bachelor's degree?

Yes No

- * 4. Are you a Certified Public Accountant?

Yes No

- * 5. What accounting systems do you have experience with?

- * 6. Provide the details of your knowledge and experience with Government Accounting Principles.

- * 7. Outline your experience with review and analysis of operating and capital budgets for local government.

- * 8. Describe your experience applying audit principles in a government accounting system.

- * 9. What experience do you have investigating fraud and abuse?

- * 10. Please provide examples of the types of presentations and data you have provided to senior and executive staff.

- * 11. 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, click on the "career seekers" link, and follow the prompts.

I have read and understand the language outlined above.

- * Required Question