



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
**Fiscal Manager I - Legislative Auditor -
County Council - Office of the County
Auditor**

An Equal Opportunity Employer

SALARY:

\$32.71 - \$55.96 Hourly
\$68,036.80 - \$116,396.80 Annually

OPENING DATE: 08/30/19

CLOSING DATE: 09/13/19 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

SALARY HIRING RANGE:

\$32.71 - \$42.84 hourly
\$68,043 - \$89,124 annually

POSITION SUMMARY/CLASS DESCRIPTION:

Performs varied professional governmental auditing and program analysis work. Work involves responsibility for performing financial and performance audits, program analyses, and legislative analyses; participating in the presentation of findings and recommendations to the County legislative and executive staff; and analyzing budget proposals and the operational and financial results of County programs. Work is expected to be performed to professional and technical standards. Work results are evaluated through observation, conferences, and review of work papers, findings, recommendations, and reports.

CLASS DEFINITION:

Performs mid-management and advanced level financial, auditing or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating and implementing financial budgeting or auditing programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

Conducts financial and performance audits, including assessing risk assessments and evaluating internal controls; prepares work papers and may draft routine reports.

Analyzes budget requests and related program and operational proposals of agencies subject to the County Council's appropriation authority; evaluates effectiveness and costs of County operations; prepares reports of findings and recommendations; assists in presenting findings and recommendations to the County Auditor, and responds to queries as appropriate.

Analyzes the fiscal and operational impact of proposed legislation and presents findings and recommendations to their supervisor.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor Degree and four years experience or an equivalent combination of education and experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Graduation from an accredited four-year college or university with major course work in accounting or finance; and one year's experience in accounting or auditing.

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.

Knowledge of the organization, functions, programs, and general, financial and administrative policies and procedures of the County government and other agencies subject to the Council's appropriation authority.

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

Ability to work with minimal supervision on routine audit, budget, and legislative analysis assignments.

Ability to apply accepted principles and techniques to auditing and financial and program analysis.

Ability to analyze financial records, statements, and transactions.

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

Ability to analyze the fiscal impact of legislation.

Ability to listen and communicate effectively, orally and in writing.

Ability to establish and maintain effective work relationships with colleagues, County officials, and the public.

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 #20-00066
FISCAL MANAGER I - LEGISLATIVE AUDITOR - COUNTY
COUNCIL - OFFICE OF THE COUNTY AUDITOR

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**Fiscal Manager I - Legislative Auditor - County Council - Office of the County Auditor
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 a salary offer within the salary hiring range commensurate with applicable experience/qualifications? \$32.71 - \$42.84 hourly \$68,043 - \$89,124 annually**
 - 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 possess, at minimum, a Bachelor's Degree, and four years of experience in accounting, auditing, program analysis or related experience?
 - Yes No
- * 4. If you have four years of experience in accounting, auditing, program analysis or related experience, please state where you acquired this experience and describe your work in detail.

- * 5. Do you have a Graduate Degree in Finance, Public Administration or related field?
 Yes No

- * 6. Do you have any professional certifications, such as Certified Public Accountant, Certified Government Audit Professional, or related certification? If yes, please specify the professional certification.

- * 7. Do you have experience analyzing financial records, statements, and transactions of a governmental entity?
 Yes No

- * 8. If you have experience analyzing financial records, statements, and transactions of a governmental entity, then please state where you acquired this experience and describe your work in detail.

- * 9. Do you have experience analyzing operations, practices, policies, and procedures to identify opportunities for improvements to financial management systems and practices?
 Yes No

- * 10. If you have experience analyzing operations, practices, policies, and procedures to identify opportunities for improvements to financial management systems and practices, please state where you acquired this experience and describe your work in detail.

- * 11. Evening work is occasional required for this position. Are you available with advance notice to work some evening hours?
 Yes No

- * 12. Do you possess a valid driver's license?
 Yes No

- * 13. 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