



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

OPEN RECRUITMENT

INTERNAL AUDITOR TRAINEE (4371)

SALARY: \$34,113-\$53,944 (effective July 1, 2008)

CLOSING DATE: July 8, 2008

DESCRIPTION: An Internal Auditor Trainee is the trainee level of work conducting finance and compliance, economy and efficiency, and program results audits of a State agency's records and accounting systems to verify their correctness or to determine compliance with provisions of a statute or contract. The audits are performed as a member of an audit team. Duties include, but are not limited to: Learns to perform financial and operational internal audits; learns to identify records or activities to be reviewed; learns to review and analyze financial and operational transactions, documents, records and reports; and learns to evaluate the adequacy and effectiveness of internal controls. **The current vacancy is located at the State Highway Administration in Baltimore, MD. However, the resulting list of eligible candidates may be used to fill future Internal Auditor Trainee positions throughout the Maryland Department of Transportation (MDOT).**

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree in accounting from an accredited college or university or a Bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses, including or supplemented by 3 credit hours in auditing.

Experience: None.

Notes: 1. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirements referenced above.

Licenses, Registrations and Certificates: Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

TO APPLY: You must complete an **MDOT** application to be considered for this recruitment. Resumes cannot be substituted for the **MDOT** application form. If you do not wish to apply online, you may call 410-865-1073 for an application. Applications can be mailed to: MDOT RECRUITMENT AND EXAMINATION UNIT, P.O. BOX 548, MAILSTOP 140, HANOVER, MD 21076. Qualified applicants may be subject to background and reference checks. Bilingual applicants are encouraged to apply. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

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