MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE

Position: Staff Auditor
Office of Legislative Audits (OLA)

Salary: $75,000 (entry-level)

Team Member Benefits: **Click Here for More Information**

Location: OLA office (Baltimore, MD – The Warehouse Camden Yards) and on-site at the agencies under review.

Remote Availability: Hybrid

Principal Duties:

- Conduct compliance and performance audits of State government agencies and local school systems throughout the State of Maryland.
- Perform audit procedures to determine State agencies' compliance with established fiscal policies and State laws, rules, and regulations under the supervision of the Senior Auditor.
- Interview agency personnel, document and evaluate internal controls.
- Collect, review, verify, and analyze audit evidence.
- Develop audit findings that are significant and relevant to the audit objectives and make recommendations for improvement.
- Prepare electronic working papers to document audit procedures performed.
- Review and evaluate management's procedures and internal controls to determine if an agency has achieved its objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations, and compliance with laws, rules, and regulations.
- Complete assignments within budgeted time and meet deadlines.
- Communicate effectively with staff members, agency personnel, and others.
- Write in a clear and concise manner.
- Use technical skills and knowledge of appropriate auditing standards and State laws, rules, and regulations.

Minimum Qualifications:

- Bachelor's degree, with a major in accounting or a related field preferred, from an accredited college or university graduating no later than May 2027.

Preferred Qualifications:

- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Ability to learn quickly
- Ability to work independently and contribute to a team effort
- Initiative
- Ability to adapt to changing work locations and settings

To Apply:
Email resume and unofficial transcripts to jobs@ola.maryland.gov. Indicate applying for Staff Auditor position

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.

Website*:* https://dls.maryland.gov/home/