



INTERNAL AUDIT MANAGER

OFFICE OF THE COUNTY EXECUTIVE



ABOUT THE POSITION

Major duties and responsibilities: This position promotes effective management of County programs and appropriate use of County resources by leading the County's internal audit program to identify risks, vulnerabilities, and program improvement opportunities:

- Oversees the conduct of a full spectrum of risk-based audits including program performance, fiscal and functional operations, governance, contracts, information technology, regulatory/policy compliance, and forensic audits; including audits of both enterprise-level and department-level control environments
- Ensures development and timely implementation of corrective actions by departments required to address all audit findings and recommendations impacting County departments
- Conducts internal fact-finding and investigations of allegations of waste or mismanagement
- Plans, executes, manages, and monitors all aspects of the County's internal audit program, including developing, administering, and overseeing contracts for auditing services; and providing technical assistance and consultation to County officials

Join the MCG Team – You're going to love it here!

THE IDEAL CANDIDATE

If you are interested in making a real difference in improving government operations and programs, this is the position for you!

The Internal Audit Manager will possess a comprehensive understanding, or the ability to rapidly acquire and understand, County, State, and Federal rules and regulations and laws pertinent to the activities of the organization. The ideal candidate will be adept at establishing strong working relationships with high-ranking executive officials within local government, in order to identify existing internal control gaps and weaknesses, and opportunities for improvement; and to implement necessary enhancements or corrective actions in response to audit findings and recommendations.

The candidate must be able to present complex and technical information in appropriate forms for a wide range of executive and legislative branch audiences, and must also possess demonstrated executive-level management experience or acumen, knowledge of compliance and enterprise risk management and mitigation, responsible professional experience in auditing or audit management, and be skillful at decision-making, best practices in governance and management practices, and relationship building. Excellent communication skills are required to effectively represent, justify, and defend controversial findings and recommendations, and negotiate suitable solutions with program and executive-level officials.

As a County leader, the incumbent will continually promote effective management and implementation of the County's mission, vision, policies, objectives, values, and priorities. The work of promoting effective risk management and control practices is essential to the mission of the County Government and affects all residents in the County.

THE POSITION

The Internal Audit Manager provides independent internal audit services for all County government executive branch departments and offices, developing and executing a multi-year risk-based audit plan, and providing technical and consultative assistance to County officials to address complex program management issues. This role is integral in ensuring enterprise-wide and department-specific operations have designed and implemented effective risk controls and processes to minimize opportunities for fraud, abuse, or waste.

This position works with senior County and program officials to ensure that corrective actions to address audit findings and recommendations have been timely implemented. The Internal Audit function is organizationally part of the Office of the County Executive in recognition of the financial management obligations that are an integral responsibility of County government; and in recognition of the central role the Internal Audit function performs, consistent with best practice recommendations advanced by the Government Finance Officers Association (GFOA), in risk assessment, evaluation of internal controls and processes, and monitoring of corrective action plan implementation for all audits, including those conducted by the Office of Inspector General.

The successful candidate will have the following experience, knowledge, and skills:

- Extensive experience managing internal audit programs and systems, and developing and implementing strategic multi-year audit plans; and providing recommendations for improving the effectiveness and efficiency of existing programs, systems, operations and procedures
- Extensive experience preparing and directing the preparation of risk assessments, complex audits, audit reports and studies
- Extensive experience analyzing and interpreting independent audits, research, and findings
- Thorough knowledge of and experience working with internal controls in the fields of finance, information technology, and business operations
- Demonstrated leadership, administrative and management skills, along with a commitment to teamwork and collaboration
- A commitment to communicating with all levels of the organization consistently, accurately and in a timely manner
- A willingness to appropriately confront issues and make difficult recommendations and decisions
- Personal and professional integrity of the highest order in both the candidate's public and private life with an approachable and open management style, open to and respecting input from others
- Outstanding interpersonal and "people" skills, with demonstrated expertise in consensus building, conflict resolution, and working with issues for positive resolution
- High personal energy, enthusiasm, a positive approach, self-confidence, and a sense of humor
- The ability to maintain confidentiality and build a high level of trust with management, supervisory and line employees
- Experience writing reports and preparing materials for presentations; expressing facts, conclusions, and recommendations clearly and concisely, both orally and in writing, to senior leadership

OFFICE OF THE COUNTY EXECUTIVE

The Office of the County Executive (CEX) provides political leadership to the community, through County Executive Marc Elrich and his staff, and administrative direction to the County's executive branch departments under the supervision of the Chief Administrative Officer. To learn more about CEX, visit the [Office of the County Executive](#).

EDUCATION / EXPERIENCE

Experience: Seven years of progressively responsible professional experience in auditing, financial accounting, or a related field, three (3) years of which were in a supervisory or executive capacity. The term "executive" is further defined as a high-echelon or high-level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exert considerable influence on organizational policy, plans, and operations through technical research, management advisory services, and/or policy-making duties and responsibilities (e.g., County positions at Grade 30 or above).

Education: A bachelor's degree from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.



COMPENSATION / BENEFITS

Effective June 16, 2024, the salary range for this position will be \$105,649.00 to \$186,584.00, depending upon the background and qualifications of the successful candidate. Montgomery County has an exceptional compensation package including pay for performance, medical, dental, life insurance, long-term disability, flexible spending accounts, defined contribution retirement plan, deferred compensation plan, vacation, sick leave, wellness program, and other highly competitive benefits. The working conditions are outstanding, and the locale is ideal.

HOW TO APPLY

To apply, visit www.work4mcg.com and click the "Search Jobs and Apply" button. Under the Search Jobs tab, enter IRC63283 in the Keywords box. You can also [view the position ad](#). Submit your resume and cover letter as one complete package. This recruitment is open until filled. For more information, please email the Office of Human Resources at OHR@montgomerycountymd.gov.

SELECTION PROCESS

Candidates who meet the minimum qualifications will be selected for interviews based on the following preferred criteria:

1. Extensive experience managing internal audit programs and systems, and developing and implementing strategic multi-year audit plans.
2. Extensive experience preparing and directing the preparation of risk assessments, complex audits, audit reports, and studies.
3. Extensive experience analyzing and interpreting independent audits, research, and findings.
4. Thorough knowledge of and experience working with internal controls in the fields of finance, information technology, and business operations.
5. Experience identifying and proactively evaluating the design and operation of programs and core management functions, and policies; and providing recommendations for improving the effectiveness and efficiency of existing programs, systems, operations, and procedures.
6. Experience writing reports and preparing materials for presentations; expressing facts, conclusions, and recommendations clearly and concisely, both orally and in writing.

COUNTY GOVERNMENT

[Montgomery County Government \(MCG\)](#) is composed of the Executive and Legislative Branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help deliver services to more than one million County residents. Montgomery County is proud of the services it offers. The County Council members and the County Executive serve four-year terms.



THE COMMUNITY

[Montgomery County](#), located adjacent to Washington, DC, has over one million residents and is one of Maryland's most populous and affluent counties. The County is also the most diverse in the State and ranks among the top ten most diverse counties in the nation.

Many families seeking a high quality of life and excellent schools are attracted to the County for its employment offerings, livable neighborhoods, safe communities, inclusion, and diversity. With a variety of cities, towns, and urban districts, Montgomery County's communities include Bethesda, Chevy Chase, Gaithersburg, Germantown, Rockville (the County seat), and Silver Spring. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

The County's workforce is one of the most educated in the nation, with the most advanced degrees per capita of any jurisdiction with one million residents or more. Higher education is further exemplified within the County by Johns Hopkins University's Montgomery County Campus, Montgomery College, and the University of Maryland Global Campus — creating a thriving center for advanced educational opportunities. Advanced medical centers include Howard Hughes Medical Institute and the National Institutes of Health. The County's public school district is the largest in Maryland and in the top 20 largest school districts nationwide. Its 210 schools, including 42 national Blue Ribbon Schools, serve over 160,000 students.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.



Why MCG?

Montgomery County is a leader in technological solutions and advancement in both Maryland and the U.S. being named the top Digital County by the Center for Digital Government, designated as a Tech Savvy County by the Public Technology Institute, and winning numerous awards for providing customized services, reporting solutions and communication system implementations benefitting over 1.05 million County residents.



Montgomery County has a strong tradition of prudent fiscal management:

- Montgomery County holds the highest bond rating from each of the three major credit rating agencies.
- The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process.
- In May 2023, the County Council approved the Montgomery County FY24 Operating Budget (including debt service, the school district, and community college) for \$6.8 billion and a Capital Improvement Program budget of \$5.3 billion for FY2023-28.

VISION: A More Equitable and Inclusive Montgomery County

Montgomery County Executive Marc Elrich has outlined a vision for the future:

- Thriving Youth and Families
- A Growing Economy
- A Greener County
- Easier Commutes
- A More Affordable and Welcoming County
- Safe Neighborhoods
- Effective, Sustainable Government