



Job: IRC59882

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Description



Job Title	Investigative Analyst (Auditor) I/II/III, Grade N21/N26/N28
Location	Rockville, MD, US
Organization Name	Office of the Inspector General
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	Yes
Job Description	

Closing date: October 2, 2023

The Office of the Inspector General is seeking to fill several Auditor positions that can be filled at one of the following levels:

- Investigative Analyst I (grade N21) \$61,788 - \$98,228
- Investigative Analyst II (grade N26) \$76,394 - \$122,842
- Investigative Analyst III (grade N28) \$83,052 - \$134,500

The Montgomery County Office of the Inspector General (OIG) is an independent agency created by the County Council in 1997. The Inspector General is charged with reviewing the effectiveness and efficiency of programs and operations within County government and independent County agencies. The Office conducts independent audits and reviews with a goal of preventing, detecting, and deterring fraud, waste, and abuse in government activities. Through its work, the OIG proposes ways to increase the legal, fiscal, and ethical accountability of County government departments and County-funded agencies and improve the overall integrity of County government.

In October of 2019, the Montgomery County Council passed legislation that requires the OIG to conduct risk-based audits and review of the County’s internal accounting and contracting processes and controls as well as conduct audits of high-risk contracts and agreements on a rotating basis.

Duties may include but are not limited to:

- Conducting financial, performance, compliance, and operational audits and reviews by collecting documentary evidence, conducting interviews, and analyzing data and evidence to form sound findings and conclusions.
- Participating in planning audits, which includes developing audit work plans and audit procedures to assess the adequacy of internal controls, effectiveness, economy, and efficiency of County processes, and compliance with relevant laws and regulations, and policies and procedures.

Performing department-level risk assessments and identifying control weaknesses and opportunities for cost savings within county programs and operations.

- Executing audit field work autonomously in accordance with audit work programs and generally accepted government auditing standards.
- Making recommendations to supervisors on findings and recommendations related to audit work.
- Working effectively with data analytics software to examine, compare and analyze large sets of data.
- Drafting and revising reports and letters for publication and distribution.
- Participating in discussions and briefings with auditees.
- Preparing audit documentation in accordance with generally accepted government auditing standards (Yellow Book) and OIG Policies and Procedures.
- Reviewing team members' work papers, and providing guidance, coaching, and feedback.

In addition, the successful candidate will have:

- Ability to apply Yellow Book, discern key issues, and draw appropriate conclusions.
- Experience working with large volumes of evidence, extensive data sets, and/or complex financial information.
- Excellent writing, communication, analytical, and research skills.
- Strong interpersonal skills and ability to interact effectively with department/agency personnel and other officials.
- Experience working both independently and in a team environment.
- Ability to work on multiple projects concurrently.
- An ongoing commitment to supporting a diverse and inclusive work and educational environment.
- Strong time management, organizational skills, and attention to detail.

Additional Information:

Additional consideration will be given to candidates with experience performing information technology audits, either alone or as part of a performance audit, a financial audit, or an attestation engagement, including communication of any identified control weaknesses.

This position requires the ability to work in high performance/high morale teams. The selected applicant must possess unimpeachable integrity and personal ethics. In addition, this position requires the ability to attend meetings or perform work outside of normal work hours as part of a 40-hour week.

The OIG offers a hybrid work environment that includes telework and flexible work schedules commensurate with Montgomery County policies.

For information about our exciting benefit offerings and total reward summary, please

visit <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

For assistance in applying please contact Becky Bolat at becky.bolat@montgomerycountymd.gov

Additional Employment Information

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum

requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

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. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to OHR@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with their resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Montgomery County Ethics Law: Except as provided by law or regulation, the County's "Public Employees" (which does not include employees of the Sheriff's office) are subject to the County's ethics law including the requirements to obtain advanced approval of any outside employment and the prohibitions on certain outside employment. The outside employment requirements of the ethics law can be found at [19A-12 of the County Code](#). Additional information about outside employment can be obtained from the [Ethics Commission](#) website.

Minimum Qualifications

If filled at the OIG Investigative Analyst I:

Experience: Two (2) years of professional-level experience conducting financial, performance, compliance, or operational audits in accordance with professional auditing standards.

Education: Graduation from an accredited college or university with a Bachelor's degree.

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

If filled at the OIG Investigative Analyst II:

Experience: Three (3) years of professional-level experience conducting financial, performance, compliance, or operational audits in accordance with professional auditing standards.

Education: Graduation from an accredited college or university with a Bachelor's degree.

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

If filled at the OIG Investigative Analyst III:

Experience: Four (4) years of professional-level experience conducting financial, performance, compliance, or operational audits in accordance with professional auditing standards.

Education: Graduation from an accredited college or university with a Bachelor's degree.

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

Preferred Criteria

There are no preferred criteria for this recruitment. All applicants will be reviewed by OHR for minimum qualifications. Applicants who meet minimum qualifications will be rated "Qualified," placed on the Eligible List, and may be considered for interview. Preference for interviews will be given to applicants with experience in the following:

- 1. Advanced professional designation, such as Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Inspector General Auditor (CIGA), Certified Information Systems Auditor (CISA), or Certified in Risk and Information Systems Control (CRISC).
- 2. Auditing government entities with a focus on governance, procurement, financial procedures, and other operations of governmental entities.
- 3. Leading teams in the performance of audits.
- 4. Developing audit work plans and audit procedures to assess the adequacy of internal controls and compliance with relevant laws, regulations, policies and procedures.
- 5. Preparing audit documentation in accordance with generally accepted government auditing standards (Yellow Book).

Minimum Salary	83052
Maximum Salary	134500
Currency	USD