

## The Maryland-National Capital Park and Planning Commission

TITLE: Chief Internal Auditor  
SERIES: Accounting and Finance

GRADE: L  
DATE: 01/16/13  
EEOC: Officials and Administrators

CODE: 2153  
FLSA: Exempt

### Class Definition

Under general direction of the Commission's Chair and Vice-Chair, the position is responsible for internal audit activities of the Commission. For routine administrative functions, the position is under the general direction of the Executive Director. Manages Internal Audit Unit including day-to-day operations, staff, programs and projects. Assignments require evaluative thinking and considerable independent judgment, and are carried out in accordance with established policies and procedures. Work requires independence and involves activities that provide assurances that internal controls in place are adequate to mitigate risks, governance processes are efficient and effective, and organizational goals and objectives are met. Utilizes standards recognized as generally accepted government auditing standards (GAGAS) that provide a framework for conducting high quality government audits. Maintains effective communication with Executive Committee, Audit Committee, Department Heads and Commission management. Performs related duties as required.

### Examples of Important Duties

1. Plans and manages the Audit Division work program and staff responsible for ensuring the efficacy of operations, the reliability of financial reporting, deterring and investigating fraud, safeguarding assets, and compliance with internal and external laws and regulations. Ensures Unit is managed consistent with Commission vision, mission and core values. Defines and establishes goals, objectives, and priorities in consultation with the Audit Committee. Develops programs and related performance standards. Recommends changes in support of sound financial and administrative policies and procedures.
2. Directs and prepares complex and confidential audits. Investigates charges of fraud, conflicts of interest, or misconduct. Conducts special studies, develops policy and procedures, and coordinates major projects. Prepares and presents reports.
3. Plans, schedules, assigns and reviews the work of staff. Sets individual goals and objectives with staff members and evaluates staff performance. Selects and trains staff. Monitors, evaluates, and takes actions to enhance staff and organization performance. Develops and communicates work and performance expectations. Monitors staff completion of assignments for timeliness, accuracy, and effectiveness in meeting work objectives. Conducts required performance planning and review activities. Identifies training and development needs and resources. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Initiates and recommends personnel actions including recruitment, selection, promotion, transfer and discipline. Implements approved actions. Keeps staff informed of Commission personnel and management policies and procedures.
4. Develops the unit's budget. Prepares annual budget and supporting documentation. Monitors revenues and expenditures. Seeks efficiencies where possible. Identifies issues with budget and develops solutions.



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Minimum Qualifications

1. Master's degree in business administration, public administration, auditing, or related subjects, and six years of experience in internal auditing/auditing, that includes two years of lead or supervisory experience; or
2. An equivalent combination of education and experience.
3. Certified Internal Auditor Certificate or Certified Public Accountant License.

Certified Fraud Examiner with the Association of Certified Fraud Examiners is desired.

Working Conditions

Works in office but will be required to travel to field offices. Intense pressure at times to meet deadlines and produce accurate and highly complex reports.