

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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Examples of Important Duties (cont.)

5. Through risk assessment, input from departments and Chair and Vice Chair, works with Audit Committee to determine annual work program. Develops and presents Annual Summary of Significant Audit Findings or other reports to the Audit Committee. Reports at least semi-annually to Audit Committee on effectiveness of internal control systems and processes. Provides reliable, useful, and timely information for accountability of government programs and their operation in compliance with generally accepted government auditing standards. Prepares audit reports utilizing best practices, makes recommendations and includes management response as part of report.
6. Reviews various financial documents and reports for compliance (e.g., Comprehensive Annual Financial Report) and makes recommendations as required.
7. Serves on committees and taskforces to provide guidance and in-depth analysis and support.
8. Provides expert knowledge and support. Conducts research on and maintains proficiency in emerging professional standards. Reviews technical literature, keeps abreast of latest methods and standards. Attends conferences to maintain professional knowledge of laws, methods, standards, and techniques.
9. Maintains independence, objectivity, and integrity in the performance of professional responsibilities.

Important Worker Characteristics

- A. Extensive knowledge of: (1) principles, methods, and practices of internal auditing and generally accepted government auditing standards; (2) management principles, methods and practices; and (3) theories, practices and principles of governmental accounting and budgeting including application of generally accepted accounting principles.
- B. Considerable knowledge of: (1) business administration and management; (2) information technology systems, functions, capabilities, and security; (3) Commission organization, policies and procedures*; and (4) equal employment opportunity.
- C. Skill in operation of (1) microcomputer; (2) software; (3) office equipment and (4) motor vehicle.
- D. Considerable ability to: (1) read and write technical reports and correspondence; (2) solve complex problems involving many variables; (3) analyze data; (4) establish systems and procedures in accordance with established principals, guidelines, policies, practices, and the law; (5) communicate clearly and effectively both orally and in writing; (6) organize work efficiently; (7) establish and maintain effective working relationships; (8) provide courteous service;

*Developed primarily after employment in this job class.

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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.