The Maryland-National Capital Park and Planning Commission

TITLE: Inspector I		GRADE: 20	DATE: 2/26/2018
SERIES: Inspector General	CODE: 1205	EEO: Professional	FLSA: Non-Exempt

Class Definition:

Under general supervision, performs a variety of complete, mainly discrete, professional internal auditing assignments at the entry/developmental level to evaluate the adequacy and effectiveness of the Agency's governance, risk management and internal controls. With guidance, plans, performs, documents, reports and closes out performance audits. Assists in investigations of: 1) alleged fraud, waste and abuse; and, 2) management advisories and special studies. Builds skills in auditing and basic skills in forensic auditing. Some work may be confidential or sensitive. Work (as individual contributor) results in completed assignments that affect the accuracy and sufficiency of internal audits and internal audit products/services. Applies knowledge of budgeting, accounting, financial management and information technology to ensure one's own work products and services are effective. Independently performs various types of analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent plans the detailed work steps within these parameters, independently solves commonly encountered problems by selecting and applying the appropriate guides, and is to seek assistance with non-routine matters. Work is expected to be accurate and is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Conducts routine performance audits of a controlled nature such as audits of a standalone facility, a single operating unit or a discrete activity (or process) to evaluate effectiveness of internal controls; in most audits, variables are limited and problems/concerns are mainly routine or straightforward. Audits specified segments or routine aspects of petty cash funds, purchase cards, bank accounts, time cards, and contract management.

2. Plans audits by developing a written audit plan, assists with presenting the plan and facilitating opening meetings with management to discuss audit scope, business risks, timing and potential audit concerns. Completes audit program template for single facilities or work programs. Conducts the audit by performing audit fieldwork to include documenting, testing and evaluating internal control systems and assessing compliance with regulations, policies and procedures; observes operations, interviews staff and managers, and uses other fact-finding methods to ensure audit objectives are fully met.

3. Prepares audit documentation; ensures documentation is clear, complete and includes statement and justification of methodology used to determine sample size and method used in fieldwork and basic matrices that summarize testing attributes and exceptions. Assists with preparing the initial draft of the audit report, which formally documents the scope of the audit engagement, the Inspector's findings and recommendations to strengthen internal controls, comply with guidelines and improve operations.

4. Works with the audit client to obtain management responses that address the Inspector's recommendations. Assists with facilitating the close-out conference by presenting findings and recommendations to the audit client; answers questions and discusses corrective actions. Follows through on management responses for assigned audits in agreed-upon timeframe to ensure that audit recommendations have been adequately addressed. Assists with preparing formal follow-up audit report.

5. With assistance, investigates charges of, and potential for, straightforward fraud, waste and abuse by verifying cash and receipts, comparing accounting records against source documents, verifying physical inventory, reviewing facility usage reports, reviewing labor records, etc. With assistance, plans/conducts and documents employee interviews and other fact finding to obtain information regarding the individual(s) under review, the situation, the control environment, the unit's procedures, etc. Works collaboratively with the Department of Human Resources and Management, the Office of the General Counsel, the Park Police and other Commission or Prince George's County or Montgomery County units to ensure audit facts are valid and can support future personnel/criminal actions. Provides credible testimony.

6. Obtains and analyzes data stored in multiple sources, forms and configurations. Assesses compliance with regulations, policies and procedures of the Commission. May identify inefficient management practices. Develops recommendations and helps present them to Commission management.

7. Provides input to, and helps, draft the Fiscal Work Plan, risk assessments, Annual Report, Office of the Inspector General principles and procedures, and other documents.

8. Gives assistance. Answers questions and gives advice on internal controls and audit matters. Explains audit policies, procedures and standards to line managers and others. Provides support to external auditors, as assigned.

9. Builds knowledge of, and skills in, internal auditing, acquires fundamental knowledge/skills in auditing, and stays informed of changes in guidelines and these fields in general.

10. Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork.

11. Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, manipulating data, auditing, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

Important Worker Characteristics:

A. (1) Ability to acquire and build knowledge of the principles, standards, methods, techniques and generally-accepted practices of professional auditing.
(2) Knowledge of, and skill in applying knowledge of business/government operations (e.g. accounting, finance, human resources, payroll, information technology, etc.).
(3) Ability to acquire and build knowledge of key Federal regulations and guidelines governing accessibility or protected information pertinent to business systems/operations such as the Maryland Public Information Act (MPIA).
(3) Ability to acquire and build knowledge of, and skills in, forensic auditing for investigation of suspected fraud, waste and abuse.
(4) Knowledge of key Commission work programs sufficient to review operational practices, track plans and spending, identify compliance with in-place controls, and perform basic investigations of suspected fraud, waste and abuse*.
(5) Knowledge of Commission organization, policies, and procedures including audit processes*.

**Typically acquired or fully developed primarily after employment in this job class.*

B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.

C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand.

D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any related field.

2. An equivalent combination of education and experience may be substituted, which together total 4 years.

3. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.