



OFFICE OF THE COUNTY AUDITOR

Craig Glendenning, CPA
County Auditor

Legislative Auditor (Fiscal Manager I) - County Council - County Auditor's Office

Salary

\$73,653.00 - \$133,684.00 Annually

Location

Ellicott City, MD

Job Type

Full Time

Department

County Council

Job Number

23-00018

Closing

8/16/2022 11:59 PM Eastern

POSITION SUMMARY/CLASS DESCRIPTION

STARTING SALARY HIRING RANGE:

\$35.41 - \$47.78 hourly

\$73,653 - \$99,375 annually

Performs varied professional governmental auditing and program analysis work. Work involves conducting performance audits, program analyses, and legislative analyses; participating in the presentation of findings and recommendations to the County legislative and executive staff; and analyzing budget proposals and the operational and financial results of County programs. Work is expected to be performed to professional and technical standards. Work results are evaluated through observation, conferences, and review of work papers, findings, recommendations, and reports.

CLASS DEFINITION:

Performs mid-management and advanced level financial, auditing, or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating, and implementing financial budgeting or auditing programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Conducts performance audits, including assessing risk assessments and evaluating internal controls; prepares work papers and may draft routine reports.

Analyzes operating and capital budget requests subject to the County Council's appropriation authority, prepares memos including points of interest summarizing the results of the analysis, and assists in presenting findings and recommendations to the County Auditor.

Analyzes the fiscal and operational impact of proposed legislation and presents findings to their supervisor.

MINIMUM REQUIRED EDUCATION/EXPERIENCE

Bachelor's degree and four (4) years of related experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Graduate degree in Accounting, Finance, Public Administration or related field, or other professional designation such as Certified Public Accountant, Certified Internal Auditor, or related certification.

Knowledge of principles, practices, and professional standards of auditing, accounting, and financial management, including generally accepted accounting principles.

Knowledge of the functions, programs, and general financial and administrative policies and procedures of County government.

Experience with accounting (such as SAP) and auditing (such as TeamMate) automated systems.

Experience in analyzing:

- Financial records, statements, and transactions;
- Operations, practices, policies, and procedures to identify opportunities for improvements to financial management systems and practices; and
- Fiscal impact of legislation.

Ability to establish and maintain effective, professional, work relationships with colleagues, County officials, and the public.

Agency

Howard County Government

Address

3430 Court House Drive
Ellicott City, Maryland, 21043

Phone

410-313-2033
410-313-0819

Website

<https://www.governmentjobs.com/careers/howardcounty/jobs/3655147/fiscal-manager-i-county-council-auditors-office>