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HOW TO APPLY:

Please submit a cover letter, resume', and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:
<http://www.maine.gov/audit/careers.html>

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:
2/10/2017

MAIL APPLICATIONS TO:

Mary Hamlin
Business Operations and HR Coordinator
Office of the State Auditor
66 State House Station
Augusta, Maine 04332-0066
207-624-6267 (T)
207-624-6273 (F)

EMAIL APPLICATIONS TO:
mary.hamlin@maine.gov

Direct Hire Career Opportunity Bulletin

OFFICE OF THE STATE AUDITOR

Senior Auditor
One (1) Vacancy

CODE: 0773 Pay grade: 27

(\$46,571.20 – \$63,897.60*)

OPEN FOR RECRUITMENT: January 30, 2017 – February 10, 2017

* Minimum starting salary has been established at \$53,768.020/year

Additional compensation provided for professional certifications for CPA, CISA, and CIA

Agency Information: The Office of the State Auditor has the statutory authority to audit all accounts and other financial records of State government, including any counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State government. The Office conducts its audits in accordance with auditing standards generally accepted in the United States of America, and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507. The Office is also authorized to review departmental budgets and capital programs for better and efficient management of State government, to serve as a staff agency to the Legislature and the Governor in making investigations of State's finances.

Job Duties: This is professional supervisory services work conducting independent, complex audits of organizational units of State government. The assigned work schedule is five days per week. Employees in this classification are responsible for planning, designing and administering complex audit assignments requiring extensive knowledge of both accounting principles and auditing standards. The daily responsibilities of a Senior Auditor includes providing direct supervision to staff auditors by reviewing their work for accuracy, completeness, and adherence to professional auditing standards; to research State and federal laws and regulations to ensure proper administration of State and federal programs; to analyze complex financial statements of the State to support our independent opinion that those statements have been assembled in accordance with accounting principles established by the Government Accounting Standards Board (GASB); to effectively communicate audit issues to agency personnel so that corrective actions can be taken to improve agency operations. Responsibilities also include analyzing information technology based systems; conducting special projects approved by the State Auditor; providing technical assistance to senior staff in other agencies, and interpretations of laws, regulations and

changes in accounting principles. Work is performed in accordance with auditing standards generally accepted in the United States of America and those contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

The background of well-qualified candidates will demonstrate the following competencies:

Knowledge of accounting and auditing principles, and standards, and practices promulgated by the Government Accountability Office (GAO) and the American Institute of Certified Public Accountants (AICPA).

1. Ability to communicate effectively orally and in writing.
2. Ability to conduct audits of governmental entities.
3. Ability to interpret federal and state laws, rules, and regulations.
4. Ability to prepare audit findings and recommend appropriate corrective action.
5. Ability to secure facts through investigation.
8. Ability to analyze complex financial statements of the State of Maine.
9. Ability to conduct information technology audits.
10. Ability to research laws, regulations, and highly technical accounting issues.
11. Ability to interpret and implement new accounting and auditing pronouncements.
12. Ability to review work of professional staff for accuracy, completeness, and adherence to professional auditing standards.

MINIMUM QUALIFICATIONS:

Certification as a CPA, CIA, or CISA, **-OR-** a Master's Degree in Business Administration, or related field, and one year of accounting or audit experience, **-OR-** a Bachelor's Degree in Accounting, Business Administration, or a related field and three (3) years of progressively responsible auditing and accounting experience or one (1) year of directly related auditing experience in a government environment which includes experience as a working supervisor or in an equivalent capacity, **-OR-** meets the requirements to sit for the Certified Public Accountant's Examination (at least 150 semester hours of education, including a minimum 4-year Bachelors or higher degree conferred by a college or university acceptable to the board, and shall consist of at least 15 hours of accounting, auditing and ethics (which must include at least three hours of auditing and three hours of accounting), and three (3) years of progressively responsible accounting and auditing experience or one (1) year of directly related auditing experience in a government environment includes experience as a working supervisor or in an equivalent capacity, **-OR-** ten (10) years of practical, progressively responsible accounting or auditing experience at a professional level. Special consideration will be given to those who have a CPA designation or those who have made progress obtaining this certification.

BENEFITS

The value of State's share of Employee's Retirement is 15.85% of salary for BU positions and 20.85% for Confidential Positions. The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$352.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.