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Seasonal Jobs

#### HOW TO APPLY:

Please submit a cover letter, resume, transcripts, proof of licensure 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:**

**Date: September 8, 2017**

#### MAIL APPLICATIONS TO:

Mary Hamlin  
Business Manager and HR Coordinator  
Office of the State Auditor  
66 State House Station  
Augusta, Maine 04333-0066  
207-624-6267 (T)  
207-624-6273 (F)

#### EMAIL APPLICATIONS TO:

[mary.hamlin@maine.gov](mailto:mary.hamlin@maine.gov)

# Direct Hire Career Opportunity Bulletin

## OFFICE OF THE STATE AUDITOR

### Staff Auditor II (Open Competitive)

**CODE: 0772 Pay grade: 25 (\$41,059.20 – \$55,764.80\*)**

**OPEN FOR RECRUITMENT: August 25, 2017 – September 8, 2017**

**\* Minimum starting salary has been established at \$46,987.20/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 in making investigations of State's finances.

**Job Duties:** This is professional services work in the Office of the State Auditor, which acts as the external independent auditor, conducting financial and compliance audits of State government. The assigned work schedule is five days per week. Employees in this classification work independently to audit moderately complex areas and programs. They also provide support to lead Auditors by assisting in the planning, designing and administering of complex audit assignments 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; provide technical assistance to senior staff in other agencies with interpretations of laws, regulations and changes in accounting principles or auditing standards; review and assess work prepared by other professional accounting staff to ensure all transactions are processed in accordance with accounting principle established by the Government Accounting Standards Board (GASB); and conduct compliance audits to determine if federal programs are being administered in accordance with federal laws, regulations, contracts, and agreements. This classification is distinguished from the Staff Auditor I in that the work is typically performed independently and work assignments are more complex, often requiring increased interaction with

senior level management of other state agencies. Supervision may be exercised over other auditors to ensure work performed is technically correct and that audit conclusions are appropriate and in conformity with generally accepted auditing standards and administrative policy. Work is performed under limited supervision.

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

Knowledge of accounting and auditing principles, and standards, and practices promulgated by the Governmental 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, **OR** a Bachelor's Degree in Accounting, Business Administration, or a related field and two years of progressively responsible auditing and accounting experience or one year of directly related auditing experience in a government environment, **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 two years of progressively responsible accounting and auditing experience or one year of directly related auditing experience in a government environment, **OR** eight years of practical, progressively responsible accounting or auditing experience at a professional level.

#### **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.**