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#### 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: **Until Closed**

#### MAIL APPLICATIONS TO:

Mary Hamlin  
Business Manager 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](mailto:mary.hamlin@maine.gov)

## Direct Hire Career Opportunity Bulletin

### OFFICE OF THE STATE AUDITOR

#### IT Principal Auditor

One (1) Vacancy

CODE: MA30

Pay grade: 30

(\$54,080.00 – \$74,214.40)

**OPEN FOR RECRUITMENT: 9/26/2016 – Until Closed**

Additional compensation provided for professional certifications for CISA

**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 Uniform Guidance contained in 2 CFR 200. 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:** The Principal Auditor serves as a technical expert assisting senior management 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 plan, design and conduct complex information technology (IT) audits of general and application controls used by organizational units of State government, which may require extensive knowledge of both accounting principles and auditing standards; perform controversial high-profile audit assignments, including special examinations by the Maine Legislature; and develop written audit findings and recommendations based on their IT control testing results. They provide technical or audit support to lead auditors by assisting in the planning, designing and performance of one or more components for other audit assignments in accordance with the U.S. Government Accountability Office (GAO), Federal Information System Controls Audit Manual (FISCAM); and when appropriate, provide guidance to other auditors on the proper interpretation and practical application of those principles. They provide technical assistance to auditee management by identifying operational risks based on their testing of technology controls established to provide assurance that State administered programs comply with federal laws, regulations, contracts, and agreements. Responsibilities also include

Maine State Government is an Equal Opportunity/Affirmative Action Employer.

We provide reasonable accommodations to qualified individuals with disabilities upon request.

conducting special projects approved by the State Auditor. Work is performed independently, yet subject to review by senior management.

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

Knowledge of IT auditing standards, principles, techniques, methodologies, standards, and practices promulgated by the U.S. GAO, FISCAM and the Information System Audit and Control Association (ISACA).

1. Ability to communicate effectively orally and in writing as a subject matter expert.
2. Ability to establish and lead a team of any size.
3. Ability to effectively and efficiently plan, organize, assign and direct audit objectives.
4. Ability to develop and implement policies, interpret complex laws and technical information.
5. Ability to interpret complex agency policies, procedures and goals for audit planning purposes.
6. Ability to conduct complex or high profile technology control audits of governmental entities.
7. Ability to interpret the most complicated federal and state laws, rules, and regulations.
8. Ability to effectively interpret and implement new auditing standards or accounting pronouncements.
9. Ability to effectively analyze and interpret the most complex IT system design, logic, functionality and related processes.
10. Ability to effectively analyze and interpret the most complicated organizational procedures, workflow and functions.
11. Ability to research and interpret the most complex technology-related laws, regulations, and compliance requirements.
12. Ability to analyze, interpret and instruct personnel to apply expert data extraction techniques.
13. Ability to instruct personnel to effectively draft test scripts, run and analyze results.
14. Ability to effectively and efficiently secure facts through investigation.
15. Ability to develop effective and efficient testing strategies to verify IT system functionality
16. Ability to review and advise subordinate auditors on how to effectively and consistently conclude whether agency IT controls meet requirements based on audit testing results.
17. Ability to prepare and defend controversial or high profile audit findings; and recommend appropriate corrective action.
18. Ability to provide consistent and effective audit finding review and categorization.
19. Ability to assess audit risk for complex technology and effectively adjust to changes, as necessary.
20. Ability to effectively review, write and formally present technical reports and documents.
21. Ability to review work of professional staff for accuracy, completeness, and adherence to professional auditing standards.
22. Ability to present before Legislative committees and other high level meetings with State agency personnel.

#### **MINIMUM QUALIFICATIONS:**

A Bachelors Degree in Computer Science and/or Management Information Systems or related field; **AND** Five (5) years experience in information systems audit, control, assurance, or security to include at least three (3) years of managerial experience, **AND** certification as a Certified Information System Auditor (CISA).

**LICENSING / REGISTRATION/CERTIFICATION REQUIREMENTS:** *(These must be met by all employees prior to attaining permanent status in this class).*

Certified Information System Auditors (CISA) designation

**The value of State's share of Employee's Retirement is 15.12% of salary for BU positions and 19.92% 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): \$440.70 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$419.32 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$397.94 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$376.56 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.