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Seasonal Jobs

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.htm

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:

Date: Open

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

Direct Hire Career Opportunity Bulletin

OFFICE OF THE STATE AUDITOR

Staff Auditor I

Open Competitive
Two Vacancy

CODE: 0771 Pay grade: 22 (Pro Tech) **($35,131.20 – $47,611.20*)**

OPEN FOR RECRUITMENT: December 18, 2015 – until filled

* Minimum starting salary has been established at $40,248.00/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: The Staff Auditor I position is entry level for the Office of the State Auditor. The assigned work schedule is five days per week. Duties include examining and analyzing records of State agencies for proper recording and subsequent reporting of accounting transactions in the State's financial statements, and the documentation of internal controls to determine compliance with State and federal laws, rules, and regulations. Responsibilities also include the audit of federal programs to ensure these programs are being administered in accordance with federal regulations. A Staff Auditor I is expected to be able to assemble audit schedules, tables, exhibits, and other forms of documentation. The Staff Auditor I tests transactions: makes direct inquiry of agency personnel and observes agency operations. This work may result in written audit findings and recommendations leading to improvements in program effectiveness and efficiency. Work is performed under direct supervision.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.

Requirements:

The ability to learn generally accepted accounting principles (GAAP), and pronouncements issues by the Governmental Accounting Standards Board (GASB). 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).

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

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.
6. Ability to conduct information technology audits.

Minimum Qualifications: (Entry level knowledge, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience)

A Bachelor's Degree in Accounting, Business Administration, or related field, OR meets the requirements to sit for the Certified Public Accountant Examination (at least 150 semester hours of education, including a minimum 4-year baccalaureate 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), OR six (6) years of practical, progressively responsible accounting or auditing experience at the professional level.

Benefits: The value of State's share of Employee's Retirement is 15.3 salary for BU positions and 20.3% 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): $397.61 biweekly
Level 2: 95% State Contribution (employee pays 5%): $377.73 biweekly
Level 3: 90% State Contribution (employee pays 10%): $357.85 biweekly
Level 4: 85% State Contribution (employee pays 15%): $337.97 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.