



MARTIN O'MALLEY, Governor
ANTHONY G. BROWN, Lt. Governor
ALEXANDER M. SANCHEZ, Secretary

Office of Human Resources
Colette F. Colclough, Director

DLLR Home Page • <http://www.dllr.state.md.us>
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RECRUITMENT & EXAMINATION ANNOUNCEMENT

WORKPLACE FRAUD ACCOUNTANT

Accountant I

Skilled Service

Announcement # 10-4546-901

CLOSING DATE: FEBRUARY 5, 2010

SALARY: Grade 14: \$35,736 - \$56,128*

**The salaries referenced above are in accordance with the State of Maryland Executive Order 01.01.2009.11- Fiscal Year 2010 State Employees' Furlough and Temporary Salary Reduction Plan.*

NOTE: This is a position specific recruitment for the Department of Labor, Licensing and Regulation (DLLR). The resulting eligibility list will be used to fill this position or function only. Applicants certified to this list will remain eligible for a period of one year. Persons interested in future positions with the State of Maryland must re-apply at that time.

The Maryland Department of Labor, Licensing and Regulation is accepting applications from qualified candidates for the position of Accountant I to work in the Workplace Fraud Unit. The main purpose of this position is to investigate and resolve complaints of alleged fraud in the workplace through comprehensive auditing of payrolls and other supporting documentation and to track estimated public revenue losses as the result of misclassification of employees. The selected candidate will investigate and analyze workplace disbursements, employment accounts and other evidence to disclose financial deception; audit employer records; collect evidence and write clear, concise audit reports in accordance with generally accepted accounting practices sufficient to support conclusions about compliance status of an employer and to withstand judicial review; prepare detailed reports, determine status of compliance, the type of any violation, investigate alleged acts of discrimination.

MINIMUM QUALIFICATIONS:

EDUCATION: A bachelor's degree in Accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing.

EXPERIENCE: One year of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

SELECTIVE QUALIFICATIONS*: One year of the required experience must have included one or more of the following: auditing employment records; auditing employer financial records; auditing payroll records; interpreting State and/or Federal employment laws; conducting interviews; preparing and submitting documents containing findings of facts to support conclusions based on statutory provisions, case law, and/or guidelines.

**A selective qualification recruitment is conducted for a job or position when there is a specific or additional bona fide occupational qualification (i.e. knowledge, skill or ability).*

1100 N. Eutaw Street, Room 100
Baltimore, Maryland 21201



410-230-6300 Phone
410-333-5101 Fax
TTY For the Deaf (410-767-2117)

Keeping Maryland Working and Safe

Note:

Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.

The preferred candidate will demonstrate experience conducting investigations and/or audits to ensure compliance with Maryland State Laws regarding proper classification of employees and employee rights.

EXAMINATION: The examination for this recruitment will be an evaluation and rating of the information you provide on your application. Therefore, it is essential that the application be filled out completely and accurately, listing all relevant education/experience and addressing the specific qualifications shown above. All required documentation must be received no later than close of business on the closing date. Successful candidates will be placed on the eligible list categorized as Best Qualified, Better Qualified or Qualified.

*****Important** you must complete a Maryland State Application (MS-100). Resumes cannot be substituted for any part of the application. Your application must be completed in its entirety. "See Resume" or "see attached" written on the application is not acceptable.***

TO APPLY: All qualified applicants must submit all the following: A **completed** Maryland State application (MS -100) **and** a copy of your **college transcript** to verify required coursework. All required documentation must be received no later than close of business on the closing date shown above.

**DLLR Office of Human Resources
Recruitment and Examination Unit
1100 N. Eutaw Street, Room 100
Baltimore, MD 21201
Attn: Accountant I/psc**

Applications and all supporting documents must be received in the Office of Human Resources by the close of business on the closing date. Applications received after the closing date will not be accepted. POST MARKS ARE NOT ACCEPTED.

Applicants may obtain Maryland State applications by visiting the Department of Labor, Licensing and Regulation, Office of Human Resources or by calling (410) 230-6300 Monday-Friday during business hours or by visiting our website at <http://www.dllr.state.md.us/personnel/index.html>.

Department of Labor, Licensing and Regulation (DLLR) is an equal opportunity employer. It is the policy of DLLR that all persons have equal opportunity and access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.

TTY users, call via The Maryland Relay Service

Date Issued: 01/21/2010

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