



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: Tuesday, October 3, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Fiscal Control Specialist
Bureau of Investigations and Compliance
Office of Finance and Administration
Springfield

Attachments
42262

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, October 18, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Fiscal Control Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-903-20-01	IPR#:	42262

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Investigations & Compliance/2300 S Dirksen Pkwy, Springfield, IL

Description Of Duties:

Under the direction of the Audit Compliance Unit Manager, primary responsibilities will be overseeing the 2CFR200 Single Audit Review process and the annual FCIAA Certification. Performs duties including follow-up on all audit findings and recommendations, reconciliation calculations, tracking audit progress, and providing audit support.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Four years of college preferably with major courses in accounting and/or business (minimum 24 semester hours in accounting)
- Five years of experience with Generally Accepted Accounting Principles, Statements of Auditing Standards and 2CFR200
- Knowledge of audit functions; auditing theory and practices; laws, rules and regulations
- Knowledge of state government operations
- Working knowledge of Microsoft applications
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 31, 2017	POSITION:	Fiscal Control Specialist
APPROVED BY:	<u>Bruce Harmening</u>	OFFICE:	Finance & Administration/Bureau of Investigations and Compliance
CODE:	PW414 23-40-903-20-01	REPORTS TO:	Audit Compliance Unit Manager

Position Purpose

Under the direction of the Audit Compliance Unit Manager, primary responsibilities will be overseeing the 2CFR200 Single Audit Review process and the annual FCIAA Certification. Performs duties including reconciliation calculations and audit support.

Dimensions

Special Studies	25-50 Annually
Status reports	500+ Annually

Nature and Scope

This position reports to the Audit Compliance Unit Manager.

Within guidelines set by the Secretary of Transportation, the Office of Finance & Administration (OF&A) develops and directs programs to meet the fiscal, personal and business needs of the Department. In conjunction with this effort, the Financial Review & Investigations Section coordinates both external/internal audit requests by identifying responsible contacts and ensuring audit responses are completed in a timely fashion.

The greatest challenges of this position are the timely review of sub recipient Single Audit reports as required by 2CFR200 and completion of the annual FCIAA reporting. Typical problems involve adhering to strict timeframes in order to meet requirements.

This position is responsible for the planning, organizing, controlling and monitoring of the sub recipient 2CFR200 Single Audit reports in conjunction with staff that compile and analyze the required financial data. This individual will assist in gathering documentation related to findings that can affect IDOT programs and then preparing a report to the appropriate officials as needed. This position assists in conducting reconciliations of the IDOT and/or federal monies presented in the Single Audit schedules to IDOT's FOA system to ensure accurate reporting by the entity. This position compiles data to prepare the Department's annual FCIAA reporting. The position deals with confidential and highly sensitive matters regarding policy development, budgetary allocations and legal matters. This position assists the Audit Compliance Unit Manager in reviewing questionnaires and preparing an annual report to upper-management disclosing any weaknesses. This individual assists in tracking all section audit findings to ensure auditees have complied with corresponding Corrective Action Plans. This position assists in the tracking of all aspects of consultant audit needs, including monitoring PTBs to search out new firms for audit, monitoring the EPAS system to determine which consulting firms have submitted annual financial information and indirect cost rates for review, and maintaining an annual expenditure spreadsheet to help determine audit risk and needs. This will include gathering contract information needed to perform financial audits.

The incumbent receives direction from the Audit Compliance Unit Manager. S/He performs work within compliance and departmental guidelines, generally accepted accounting principles and statements on auditing standards.

Internal contacts are with all departmental offices. External contacts include grantees, external audit contacts, and the Office of the Comptroller. Minimal travel may be required.

The effectiveness of this position is measured by the accuracy and timeliness of the 2CFR200 Single Audit Desk Reviews, timeliness of the FCIAA reporting and the ability to work independently.

Principal Accountabilities:

1. Performs 2CFR200 Single Audit Desk Reviews.
2. Prepares the Department's annual FCIAA reporting.
3. Assists with the tracking and monitoring of Corrective Action Plans.
4. Assists in tracking all stages of audit progress, detailing progress on Excel Spreadsheets, gathering contract information for financial audits.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as required or assigned.