



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: November 2, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Monday, November 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, November 20, 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 V

Audit Compliance Unit Manager
Bureau of Investigations and Compliance
Office of Finance and Administration
Springfield

Attachments
42288

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 **Monday, November 20, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Audit Compliance Unit Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW415 23-40-903-20-01	IPR#:	42288

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Investigations and Compliance / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for overseeing the management of the 2CFR200 Single Audit Desk Review process and the annual Fiscal Control and Internal Auditing Act reporting for the Department; and verifies that follow-up of all audit findings and recommendations issued by the Section is completed and satisfactorily resolved including repayment of any funds owed.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Bachelor's Degree preferably with courses in accounting, business, public finance or public administration
- Seven years of experience in Generally Accepted Accounting Principles, statements on Auditing Standards and 2CFR200
- Knowledge of audit functions, auditing theory and practices, laws, rules and regulations
- Ability to plan, develop, implement, and evaluate assigned departmental programs in order to attain assigned objectives
- Extensive knowledge of departmental organization and functions
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Strong oral and 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:	<i>Audit Compliance Unit Manager</i>
APPROVED BY:	<i>Bruce Harmening</i>	OFFICE:	<i>Finance & Administration / Bureau of Investigations and Compliance</i>
CODE:	PW415 23-40-903-20-01	REPORTS TO:	<i>Financial Review & Investigations Section Manager</i>

Position Purpose

This position is responsible for overseeing all activities relating to 2CFR200 Single Audit requirements, the Fiscal Control and Internal Auditing Act (FCIAA) requirements, and monitoring of all audit findings issued by the Section, including following through to the point of resolution.

Dimensions

Staff	3
Audits	50-100+/- Annually
Special Studies	25-50 Annually

Nature and Scope

This position reports to the Financial Review & Investigations Section Manager. Reporting to this position are the Fiscal Control Specialist and Audit Specialist.

Within the guidelines set by the Secretary of Transportation, the Office of Finance and Administration (OF&A) develops and directs programs to meet the fiscal, personnel, and business needs of the Department statewide. This position is responsible for the development and maintenance of records, procedures, and systems to support the Department's external audit activities. In conjunction with these responsibilities, the position deals with confidential and highly sensitive matters regarding consultant financial information and occasional legal matters.

Typical problems include dealing with uncooperative auditees; ever changing rules and regulations; and time constraints. The greatest challenge will be prioritizing a considerable workload.

The incumbent participates in the development of an annual external audit work plan that addresses goals and objectives in accordance with federal requirements and departmental policies taking into consideration audit risk, balanced audit coverage, and audit history. This position assists in the development, review, and modification of audit policies, procedures, and manuals. This position ensures 2CFR200 Single Desk Audits are submitted to IDOT on an annual basis; ensures submittals are tracked; and upon receipt are reviewed for any findings that may affect IDOT programs. This position gathers documentation of findings and reports them to the appropriate officials as needed. The position oversees reconciliation 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. As a part of this responsibility, the incumbent sits on any audit committees relating to these functions. This position oversees the annual FCIAA reporting functions and ensures they are performed in a timely manner. S/He reviews the information amassed; reports on any internal control weaknesses detected by the questionnaires; and provides an annual report to upper-management disclosing any weaknesses. The incumbent tracks all audit findings issued by the Section and reviews issued findings along with the corresponding recommendations and corrective action plans to ensure auditees have complied with the final audit report. S/He serves as a liaison between the Section, the auditee, and other Offices within the

Department to ascertain if the necessary steps have been taken to recoup funds owed to the Department or the various Local Agency Motor Fuel Tax Funds. This position works with IDOT's legal staff on delinquent repayments. The incumbent oversees 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 maintains an annual expenditure spreadsheet to help determine audit risk and needs. This position tracks the status of each audit to provide monthly section metrics. This position gathers contract information needed to perform financial audits.

The incumbent has latitude to resolve most problems. Problems of a unique nature of may require consultation with the Financial Review & Investigations Section to develop solutions or prepare alternatives. S/He is constrained by applicable departmental/state/federal guidelines and laws.

The incumbent accomplishes accountabilities through the following:

Fiscal Control Specialist who oversees the 2CFR200 Single Audit Review process and the annual FCIAA Certification. This position performs duties including following up on all audit findings and recommendations, reconciliation calculations, tracking audit progress, and providing audit support.

Audit Specialist who reviews and issues management letters for sub-recipient Single Audit Reports as required by OMB Circular A-133 and provides general assistance with external audit coordination and its assessment functions.

The incumbent has frequent internal contact with all departmental offices. External contacts will include grantees, external audit contracts, the Office of the Comptroller, and the Office of the Auditor General. Statewide travel is required.

The effectiveness of this position is measured by the accuracy and timeliness of the OMB A-133 Single Audit Desk Reviews, timeliness of the FCIAA reporting and the ability to work independently.

Principal Accountabilities

1. Assists in developing and maintaining an electronic audit manual which incorporates section policies and procedures.
2. Oversees the departmental management of the 2CFR200 Single Audit Process including sending notices to entities requiring single audits, tracking receipt of the audits, reconciling information to IDOT's FOA system, and following up on any findings that may affect IDOT programs.
3. Oversees the departmental management of the FCIAA Reporting, including sending out questionnaires, tracking receipts of questionnaires, and reporting results to management.
4. Follows up on section audit findings, recommendations, and corrective action plans to ensure the auditee is implementing the necessary procedures and repaying any funds owed to the Department through interaction with the auditee and various departmental offices.

5. Monitors the Department's PTBs on the EPAS site to determine which consultants need Pre-Award Audits performed.
6. Monitors the EPSA system for the submittal of consultant financial information and indirect cost rates to be reviewed by the External Audit Unit.
7. Oversees the maintenance of the consultant annual expenditure spreadsheet to assist in determining audit risks and needs and assists with the annual section audit work plan.
8. Tracks the status of all audits within the Section to provide monthly progress metrics to upper management.
9. Oversees the gathering of all contract information needed to perform financial audits.
10. Performs other duties as required.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.