



**IPR# 42583**

**DATE: May 15, 2018**

**TITLE: Public Service Administrator, Opt. 8C (Group B Title)**

**OFFICE: Office of Internal Audit**

**CONTRACT: NON-AFSCME (CMS BBR-5)**

**BRIEF DESCRIPTION OF DUTIES:** Under general direction, manages various audits and reviews; assigns audit segments to team members and explains the assignment's relationship to the overall audit objectives; receives, compiles and analyzes audit segments reports from team members; reviews final audit reports and findings. Serves as an Auditor in Charge on various routine, non-routine and complex audit projects including financial audits and reviews of a financial nature which involves reviewing and conducting tests of department financial information, including a review of department-level financial statements to ensure preparation in accordance with Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). Serves as an auditor, performing full range audits or completing audit segments. Also serves as Team Lead on various routine and non-routine and complex audit projects. Reviews and interprets federal/state laws, rules, regulations, accounting bulletins, GAAP pronouncements and guidelines and departmental policies and procedures regarding financial reporting. Prepares for and attends various meetings with internal staff and with agency personnel throughout the duration of the audit. Conducts and/or attends entrance and exit conferences. Continues education through formal and in-house training. Assists in the preparation of audit procedures, manuals and programs for the Office of Internal Audit. Evaluates training needs and provides information and recommendations to the Chief Internal Auditor regarding area that need improvements. Travels to perform audits statewide.

**TRAINING & EXPERIENCE:** Requires Bachelor's Degree with course work in auditing, business management, public administration, economics, accounting or related subjects. Requires a Certified Public Accountant certificate. Requires prior experience equivalent to three years progressively responsible administrative experience in conducting internal audits. Requires four years professional auditing experience. Requires extensive knowledge of auditing theory and procedures. Requires the ability to develop an internal audit program, independently and/or as Auditor in Charge. Requires ability to prepare for and attend entrance and exit conferences. Requires valid, appropriate driver's license and the ability to travel statewide. Prefers one-year supervisory experience in auditing.

**LOCATION: 2300 S. Dirksen Parkway, Springfield, IL**

**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**

**PAY GRADE: BBR-5**

**SALARY RANGE: \$3,116 - \$9,765**

**CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594**

**POSTED FROM: May 16, 2018 TO: June 6, 2018**

Interested applicants must submit completed CMS-100 Application to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL 62706. Once the informational posting closes, IDOT Personnel will request that CMS grade all applications in the file for that title. At that time applicants will receive an Open Competitive Eligible Grade for that title. IDOT will request the Open Competitive Eligible List and contact applicants for an interview.

**\*GROUP B – titles are closed exams. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.**