



**IPR# 42898**

**DATE: May 29, 2018**

**TITLE: Public Service Administrator, Option 8C (Group B Title) – 3 positions**

**OFFICE: Office of Internal Audit**

**CONTRACT: AFSCME – RC062**

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Under the general direction of an Internal Audit Supervisor, performs various routine and non-routine financial and non-financial audits/reviews to ensure compliance with Generally Accepted Accounting Principles (GAAP) and other applicable regulations. Reviews changes made to the financial reporting process to ensure the adequacy of internal controls. Serves as an auditor and/or Auditor-in-Charge performing full-range of audits or completing audit segments. Assists in the preparation of audit procedures and audit manuals for the Office of Internal Audit.

**TRAINING & EXPERIENCE:** Option 8C: Certified Public Account. Requires Bachelor’s Degree with course work in auditing, business management, public administration, economics, accounting or related subjects. Requires a thorough knowledge of audit theory and three (3) years of experience in preparing, supervising, or auditing governmental financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Requires registration as a Certified Public Accountant. Requires the ability to develop an internal audit program independently, including audit objectives, audit scope and necessary tests to be performed. Requires ability to prepare for, attend and conduct entrance conferences to outline audit findings prior to the issuance of the final audit report. Requires ability to evaluate internal audit controls to determine strengths and weaknesses of the system. Requires the ability to prepare clear, concise and complete internal audit reports including audit findings, supporting documentation and recommendations. Requires a valid driver’s license as extensive statewide travel to remote audit sites is necessary. Ensures compliance with departmental safety rules.

**UNIT: Office of Internal Audit**

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

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

**PAY GRADE: RC062-24**

**SALARY RANGE: \$6,141 - \$9,472**

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

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, June 13, 2018**

**POSTED FROM: May 31, 2018 TO: June 13, 2018**

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)**

**\*Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

**\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

**\*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.**

**NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT ‘APPLICATION PROCEDURES.’ ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**