

# Job Title: PUBLIC SERVICE ADMINISTRATOR - OPT 2 - AUDIT SUPERVISOR - IPR#45081

**Agency:** Department of Transportation

**Closing Date/Time:** 07/28/2021

**Salary:** \$6,692 - \$10,204 MONTHLY

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** RC062

**Collective Bargaining Agreement language applies to this requisition:  
We are currently transitioning away from a paper application process  
to an electronic application process. This position has not been transitioned. Please follow  
the directions below when applying to this position.**

**DO NOT APPLY ONLINE  
\*\*DO NOT CLICK THE APPLY BUTTON\*\***

**CMS100/B Employment Application and all applicable documentation should be submitted to  
the Agency contact listed below.**

## **Agency Mission Statement**

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity, and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision, and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

35%

1. Reviews, coordinates, and approves complex audits performed by auditors which include on-site visits and office activities.
  - Verifies consistency and adequacy of audit scope, program completion, testing, criteria, report preparation, and findings resolution;
  - Provides special expertise and guidance in relation to financial and Federal Acquisition Regulation (FAR) compliance audits.

25%

2. Determines departmental areas requiring audit attention.
  - Coordinates efforts to review possible problems arising from external and internal complaints;
  - Reviews, coordinates, approves, and participates as needed in specialized professional and analytical reviews and audits of internal and external systems to determine if policies and

programs are being efficiently and economically administered and if program requirements and objectives are being effectively fulfilled;

- Reviews and audits various complex joint agreements with outside entities as needed to verify provisions are included and followed in order to protect the department's fiscal interest.

### **(Job Responsibilities continued)**

20%

3. Prepares, revises, and reviews programs and procedures to reflect changing cost criteria and accounting methods.

- Trains auditors to handle different methods and document the changes in written form to verify future adherence;
- Researches accounting trends, tax laws, and federal acquisition regulations;
- Provides input to higher level management on policy changes, internal control problems, and procedural deficiencies on no-bid contracts;
- Directs focus of reviews to ensure compliance with audit standards promulgated by the United States Government Accountability Office (GAO).

10%

4. Serves as working supervisor.

- Assigns and reviews work.
- Provides guidance and training to assigned staff.
- Counsels staff regarding work performance.
- Reassigns staff to meet day-to-day operating needs.
- Establishes annual goals and objectives.
- Approves/disapproves leave requests.
- Prepares and signs performance evaluations.

### **(Job Responsibilities continued)**

5%

5. Reviews and coordinates audit responsibilities and personnel requirements of subordinate auditors.

- Implements training for auditor development and prepares the annual audit work plan if necessary;
- Serves as working supervisor who assigns and reviews work;
- Provides guidance and training to subordinates;
- Counsels staff regarding work performance;
- Reassigns staff to meet day-to-day operating needs;
- Establishes annual goals and objectives for subordinates;
- Approves time off;
- Prepares and signs performance evaluations.

5%

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### **Minimum Qualifications**

1. Knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or accounting.
2. Prior experience equivalent to three years of progressively responsible experience with professional auditing.

### **Knowledge, Skills, and Abilities**

1. Extensive knowledge of auditing theory and practices.
2. Extensive knowledge of the laws and regulations pertaining to the auditing function.

3. Extensive knowledge of staff utilization and employee motivation.
4. Extensive knowledge of agency policies and procedures.

## **Marketing Statement**

The Illinois Department of Transportation is seeking to hire an Audit Supervisor. Under general direction of the Financial Review and Investigations Section Manager, serves as working audit supervisor responsible for overseeing and performing a variety of audits ranging from routine to non-routine and complex. External financial, compliance, and operational audits are conducted in matters concerning various departmental areas including consultant activities involved in construction and/or design activities. Provides special expertise and guidance in relation to financial and FAR compliance audits.

**Work Hours:** 8:00 AM to 4:30 PM Monday - Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Finance & Administration/Bureau of Investigations & Compliance

**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov

**Job Function:** Fiscal/Finance/Business; Transportation

**CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

## **APPLICATION INSTRUCTIONS**

**DO NOT APPLY ONLINE.**

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

### **Current State Employees:**

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - Older versions of the **CMS-100B** will not be graded or returned to applicants.
  - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

### **Former State Employees:**

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

**Non-State Employees:**

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
  - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.