

Job Title: PUBLIC SERVICE ADMINISTRATOR OPT 8C - IPR#45497

Agency: Department of Transportation

Closing Date/Time: 01/27/2022

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 3

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.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Internal Auditor (CPA). Under the general direction of the Chief Internal Auditor, performs various routine and non-routine financial and non-financial audits/reviews to ensure compliance with 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.

Job Responsibilities

40%

1. Serves as an Auditor-in-Charge on various complex routine-and non-routine financial and non-financial audits as directed by the Chief Internal Auditor.

- Conducts tests of department-level financial statements as directed to determine if they are prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- Conducts tests to ensure that internal controls exist and are sufficient to prevent the reporting or presenting of inaccurate financial information and ensure programs and activities are operating in accordance with applicable laws, rules, and requirements.
- Conducts tests of financial information compiled and presented to determine if consistent with the requirements set forth in the Office of Management and Budget's Circular A-133 as reported in the state's Schedule of Expenditures of Federal Awards (SEFA).
- Reviews changes made to the financial reporting process to ensure the adequacy of internal controls.
- Reviews and interprets federal and state laws, rules, regulations, accounting bulletins, the GAAP pronouncements, and guidance and departmental policies and procedures regarding financial and non-financial reporting.

- Provides assistance to other internal auditors concerning matters pertaining to financial records and preparation of financial statements and GAAP.
- Assists in the preparation of audit procedures and audit manuals for the Office of Internal Audit.

25%

2. Drives and/or travels to audit sites to conduct field work.

- Conducts entrance conferences and meetings with agency personnel to discuss detail, duration, and scope of the audit.
- Reviews agency programs, operations, and records for completeness, accuracy, and compliance with agency standards and procedures.
- Documents agency control structures for efficiency and effectiveness.
- Plans and writes audit programs.
- Prepares for and attends various meetings with internal audit staff and agency personnel throughout the duration of the audit.

(Job Responsibilities continued)

25%

3. Conducts exit conferences to discuss audit findings with agency personnel.

- Prepares for and attends meetings throughout the duration of the audit.
- Monitors the preparation of audits by team members and evaluates the method and substance of the audit.
- Receives, compiles, and analyzes audit segment reports from team members.
- Drafts final audit findings and develops audit reports.
- Submits final audit findings and reports to internal audit management.
- Prepares correspondence for the distribution of reports.
- Maintains the audit file pending the auditee's responses and finalization of the report.
- Confers with the Chief Internal Auditor during the course of the audit regarding any change in audit emphasis, problems that may have arisen, and progress of the audit.

5%

4. Continues education through formal and in-house training and obtains the required continuing professional education to maintain, improve, and broaden the knowledge, skills, competence, and proficiency of a Certified Public Accountant (CPA).

5%

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

Minimum Qualifications

1. Knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with courses in auditing, business management, public administration, economics, accounting, or related subjects.
2. Prior experience equivalent to three years of progressively responsible administrative experience in preparing, supervising, or auditing governmental financial statements in accordance with GAAP and audit theory.
3. Registration as a Certified Public Accountant (CPA).

Knowledge, Skills, and Abilities

1. Ability to develop an internal audit program independently, including audit objectives, audit scope, and necessary tests to be performed.
2. Ability to prepare for, attend, and conduct entrance conferences to outline audit findings prior to the issuance of the final audit report.
3. Ability to evaluate internal audit controls to determine strengths and weaknesses of the system.
4. Ability to prepare clear, concise, and complete internal audit reports including audit findings, supporting documentation, and recommendations.

Conditions of Employment

1. Valid driver's license.
2. Extensive statewide travel to remote audit sites.

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.

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

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

Office: Office of Internal Audits

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.