

# Job Title: PUBLIC SERVICE ADMINISTRATOR, OPT 8C - INTERNAL AUDITOR - IPR#45960

**Agency :** Department of Transportation

**Closing Date/Time:** 10/18/2022

**Salary:** \$6,956 - \$10,607 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 3

**Plan/BU:** RC062

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire Internal Auditors.

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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**

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.

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

#### **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).

## **Preferred Qualifications**

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

## **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.

**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 Audit

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

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

## **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)