

Job Title: INTERNAL AUDITOR TRAINEE (UPWARD MOBILITY) (OPT 2) - IPR#46057

Agency : Department of Transportation

Closing Date/Time: 12/19/2022

Salary: \$3,998 - \$5,669 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 5

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 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 Auditor Trainees.

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

30%

1. Receives working assignments designed to develop knowledge, understanding, and practical skills of auditing.
 - Receives on the job training in preparing detailed reports, summaries, and questions to be asked during the audit, audit guidelines, work schedules, and supporting documents.
 - Participates in entrance conferences, identifies applicable law, policies, regulations, standards, and other requirements.
 - As training progresses, performs audit assignments of increasing difficulty for the purpose of gaining

experience and developing audit skills.

25%

2. Drives and/or travels to audit sites to perform audits.
 - Receives on the job training to achieve skills to conduct audit field work.
 - Develops documentation of audit tests and statistical samples.
 - Analyzes all relevant data and prepares a summary of the criteria.

20%

3. Receives on the job training to learn how to organize and index work papers to support findings and recommendations and to facilitate easy reference.
 - Participates in exit conferences with supervisory staff.
 - Provides explanations and information from work papers as required.

(Job Responsibilities continued)

10%

4. Receives on the job training to learn the skills needed to perform specialized professional and analytical reviews and audits of systems to determine if policies and programs are being efficiently and economically administered and if program requirements and objectives are being effectively fulfilled.
 - Attends and participates in specialized training programs, workshops, and seminars relative to consultant auditing.
 - Uses software packages and programming languages to extract information in computer generated reports; participates in assignments of increasing difficulty to enhance skills, knowledge, and proficiency in the consultant audit area.

5%

5. Receives on the job training to learn the skills needed to review audit comments and incorporate them into the final report.
 - Participates in a follow up activity by determining implementation status of recommendations.
 - Determines, through review of audit reports, if the implementation has achieved the intent of the recommendation.

5%

6. Attends training classes provided by the agency.
 - Reviews available periodicals and publications pertaining to the internal and external audit profession.
 - Attends staff meetings, conferences, workshops, institutes, and other activities which will provide meaningful learning experiences.

5%

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

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires a bachelor's degree in the field of accounting, fiscal administration or finance.

Qualifying State employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Preferred Qualifications

1. Prefers extensive knowledge of auditing theory and procedures; of IDOT's programs, policies and regulations; of management principles and techniques; and of state government.

Conditions of Employment

1. Requires successful completion of a background investigation
2. Requires a valid driver's license
3. Requires frequent travel with some overnight stays

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Internal Auditor Trainee. The successful candidate will, under direct supervision of the Audit Supervisor, conduct external audits of simple areas as well as segments of complex areas. This includes financial and compliance reviews in the areas of consultant cost audits, overhead audits, pre-award audits, construction reviews, and other areas.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

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

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

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Legal and Compliance

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 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 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 – 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
- systems@SIL-P1.ns2cloud.com