AUTHORITIES AND RESPONSIBILITIES

Responsible for applying basic and general skills pertinent to governmental auditing in Illinois. Assumes major responsibility for gathering data pertinent to the audit, reviewing and understanding the data, documenting pertinent information, and working with the Audit Supervisor(s) or Manager on the printed report, the product of the Office of the Auditor General.

RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS

Under the general supervision of a Director; when appropriate under the direct supervision of an Auditor V, Auditor IV and/or Auditor III. Reporting relationships may vary depending upon the nature of the assignment.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS

With limited need for direct supervision, the Auditor II:

1. Applies working knowledge of auditing techniques, Illinois State government, professional auditing standards, and State fiscal practices.

2. Conducts background research of agencies being audited, including examinations of relevant statutes, rules, and regulations.

3. Actively contributes to the audit team, completing assigned duties and communicating with the team leader concerning proper methods to be applied in the audit context.

4. Travels to audit site locations and obtains audit evidence. Performs audit fieldwork which includes visual examination of records and other items and preparation and organization of workpapers showing the results of audit examinations.

5. Conducts interviews of agency staff to elicit relevant factual information.

6. Gathers, interprets, compiles, and analyzes data pertinent to audits performed by the office. Reviews and understands data and other information pertinent to the audit.

7. Drafts preliminary findings and other portions of audit reports.

8. Exercises initiative for self-development by actively seeking increased knowledge of the field of governmental auditing. Participates actively in on-the job training and other training available through the office. May prepare for career movement to Auditor III or an Audit Specialist position.

9. Performs other assigned or required duties.

CAPABILITY REQUIREMENTS

Education. Requires at least a Bachelor's Degree in accounting, economics, finance, business administration, public administration, or another degree with a significant relationship to the above tasks. Staffing plans may dictate the preferred fields of study to help the office achieve a desired mix of academic backgrounds and areas of expertise.

Experience. Requires at least one year's experience as an Auditor I <u>or</u> demonstrated ability commensurate to the attainment of experience necessary to be promoted to the Auditor II position. A Master's Degree from an accredited college or university or certification as a Certified Public Accountant, Certified Internal Auditor or Certified Information Systems Auditor may, at the Office's discretion, be substituted for one year of required experience.

Other Required Characteristics. Requires strong conceptual, communication, reading, composition, comprehension, interpersonal and analytical skills. Must be able to contribute substantively to audit reports. Must be able to work as part of a team, take initiative, and meet deadlines.

Desired Characteristics. Preference may be given to those with desired characteristics pertinent to the position. Desired characteristics may include but are not necessarily limited to: knowledge of the management structures and operations of Illinois government; experience in a public agency, particularly in Illinois; experience in auditing or with a Public Accounting firm; licensure as a Certified Public Accountant or another professional designation relevant to the position; advanced degree; college courses in computer science, auditing or quantitative methods; working knowledge of research tools and information sources; and practical knowledge of personal computers, especially of word processing, spreadsheet and/or database software.

Updated: 10/31/20