

ILLINOIS OFFICE OF THE AUDITOR GENERAL



Building Your Future

We seek individuals majoring in:

- Accounting
- Public Administration
- Finance
- Public Policy
- Political Science
- Economics
- Business Administration
- Information Systems
- Other related fields

Making A Difference

We annually audit over 150 State agencies, evaluating:

- State and federal compliance
- Information technology
- Management of agency programs

Our audit findings and recommendations are reported directly to the General Assembly and Governor.

Developing Your Talents

You will have the opportunity to:

- Observe and question agency operations
- Strengthen your teamwork and leadership skills
- Offer insights that improve State government

Enjoying Incredible Benefits

We offer our interns:

- A competitive hourly salary
- Flexible hours
- The opportunity to intern during any semester
- Exceptional training
- Possible academic credit
- Opportunities to travel to State agencies
- The potential for full-time employment and benefits



OFFICE OVERVIEW



APPLICATION



EEO
Equal Opportunity Employer

For more information, please contact Jim Dahlquist at 217-782-6046, or by e-mail at jdahlquist@auditor.illinois.gov

OFFICE OF THE AUDITOR GENERAL
OAG AUDIT INTERN POSITION DESCRIPTION

AUTHORITIES AND RESPONSIBILITIES

Responsible for acquiring basic skills pertinent to governmental auditing in Illinois and applying general audit skills. Exercises major responsibility for gathering data pertinent to the audit, reviewing and comprehending 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

The Audit Intern:

1. Develops working knowledge of auditing techniques, Illinois State government, professional auditing standards, and State fiscal practices.
2. Serves as a contributing member of an audit team, completing assigned duties of limited scope and communicating with the team leader concerning proper methods to be applied in the audit context.
3. Receives controlled assignments of increasing difficulty and responsibility.
4. Conducts background research of agencies being audited, including examination of relevant statutes, rules and regulations.
5. 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.
6. Learns to gather, interpret, compile, and analyze data pertinent to audits performed by the office. Reviews data and other information pertinent to the audit.
7. Participates in interviews of agency staff to elicit factual information.
8. Prepares preliminary drafts of audit findings and helps draft audit reports.
9. Responsible for gaining professional experience and ability primarily through on-the-job training.
10. Performs other assigned or required duties.

CAPABILITY REQUIREMENTS

Education

Requires current enrollment as a junior or senior in good academic standing at an accredited college or university with coursework in accounting, auditing, economics, finance, business administration, political science, public administration, information systems or another area 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

None required, although preference may be given to those with relevant experience.

Required Characteristics

- 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;
- working knowledge of computer software packages such as Access, Excel, SQL, ACL, Netware;
- available to work 20 hours a week during a semester and 35 hours a week during semester breaks;
- experience in a public agency, particularly in Illinois;
- experience in auditing or with a Public Accounting firm when appropriate to the position; and
- high grades in coursework relevant to the duties of an Audit Intern.