

OFFICE OF THE AUDITOR GENERAL

AUDITOR IV (Supervisory)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for performing or assisting in performing planning, fieldwork, and reporting functions on audits of State agencies. Responsible for supervising the work of staff assigned to an audit. Manages staff audits or informal inquiries, and manages, coordinates, and monitors engagements to be performed by special assistant auditors under contract to the Office of the Auditor General.

RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS

Exercises supervision over the work of assigned auditors. Under the general supervision of a Director or, when appropriate during an audit engagement, under the direct supervision of an Auditor V. Reporting relationships may vary depending upon the nature of the assignment.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS

The Auditor IV:

1. Leads a team of auditors in gathering information pertinent to audits being conducted by the Office.
2. Bears responsibility for assigning, directing, and evaluating daily work of assigned staff.
3. Plans or assists in planning audit scope, objectives, budget, tests to be performed and procedures necessary to conduct the audit.
4. Prepares workpapers as a team member when necessary.
5. Reviews workpapers (including any necessary computer programming) prepared by assigned auditors for completeness, accuracy, and compliance with audit standards.
6. Directs assigned staff by monitoring daily work progress, consulting with team members on problem areas and suggesting improvements to the work of staff members by providing timely, concrete feedback.
7. Provides on-the-job training to assigned audit staff.
8. Drafts audit reports and/or segments of audit reports. Prepares audit findings.

9. Reviews report draft segments and audit findings prepared by assigned auditors to ensure accuracy, completeness, clarity, and conformance with audit standards and office policy.
10. Conducts, or assists in conducting, entrance and exit conferences and meetings with agency representatives during an audit.
11. Confers with appropriate staff in the office during an audit regarding application of rules, regulations, and audit standards to unique situations.
12. Completes informal inquiries in consultation with a Director or Auditor V.
13. Negotiates, manages, plans, and monitors contract audits when assigned.
14. Prepares digests of audit reports when assigned and provides information to audit report users about audits he/she managed.
15. Maintains a working knowledge of current auditing techniques, professional auditing standards, changes in Illinois government and State fiscal practices.
16. Provides information, explanations, and interpretations of audit reports to members of the General Assembly, legislative staff, and other audit report users.
17. Provides assistance to Division Director concerning quality review, personnel matters, and other administrative activities.
18. May serve as Coordinator of the Quality Assurance Program.
19. May prepare for career movement to Auditor V.
20. 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 III or demonstrated ability commensurate to the attainment of experience necessary to be promoted to the position of Auditor IV. 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 skills, analytical skills, and supervisory and leadership skills. Must be able to work as part of a team, take initiative, and meet deadlines. Requires familiarity with policies and audit standards of the Illinois Office of the Auditor General.

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; presentation skills; supervisory experience; and practical knowledge of personal computers, especially of word processing, spreadsheet and/or database software.

Updated: 10/31/20