

OFFICE OF THE AUDITOR GENERAL

AUDITOR V (Supervisory)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for (1) planning, conducting, and reporting audits of State agencies; (2) supervising the work of assigned auditors; (3) monitoring the work of contractual auditors when appropriate; and (4) assisting the Division Director in planning, conducting and reporting audits of State agencies.

RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS

Exercises supervision over assigned auditors under the general supervision of a Director.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS

The Auditor V:

1. Schedules, directs, coordinates and reviews work of Office audit staff and/or reviews and monitors work on audits by independent contractors to ensure compliance with contract provisions and prescribed audit guidelines and standards.
2. Negotiates contracts with independent vendors for financial/compliance audits, for highly technical segments of management/program audits, or for information systems audits.
3. Plans audit scope, objectives, budget, tests to be performed and procedures necessary to conduct one or more audits being performed by staff of the Office.
4. Prepares concise, readable digests of audit report findings, conclusions, and recommendations for each assigned audit and reports audit results in compliance with Office rules and regulations.
5. Conducts entrance and exit conferences and meetings with agency representatives during an audit.
6. Provides information, explanations, and interpretations of audit reports to members of the General Assembly, legislative staff, and other audit report users.
7. Provides assistance to the Division Director concerning quality review, personnel matters, and other administrative activities.
8. Maintains a working knowledge of current auditing techniques, professional auditing standards, changes in Illinois government, and State fiscal practices.
9. May serve as Coordinator of the Quality Assurance program.

10. 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 IV or demonstrated ability commensurate to the attainment of experience necessary to be promoted to the position of Auditor V. 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