

ACFR Internal Control Unit Analyst 1 (GOMB)

AUTHORITIES AND RESPONSIBILITIES

An Annual Comprehensive Financial Report (ACFR) Internal Control (IC) Unit Analyst 1 within the Governor's Office of Management and Budget (GOMB) will support the ACFR IC Unit's Director and their ACFR Internal Control Specialist(s) or Analyst 2(s) in implementing the structural component(s) or programmatic area(s) of GOMB's internal processes of overseeing and coordinating the financial audit of the State of Illinois' ACFR. These components/programmatic areas include, but are not limited to, (1) responding to managerial internal control questions from the OAG/Special Assistant Auditor, IOC, and various state agencies' personnel on ACFR-related issues as needed, (2) developing an understanding of the sources and flow of material transactions and events within the ACFR for State agencies under the jurisdiction of the Governor, and (3) interacting with and providing technical assistance and guidance to State agencies under the jurisdiction of the Governor relative to changes in their internal control structure that materially impacts internal control over financial reporting.

RELATIONSHIP TO THE POSITION OF OTHER POSITIONS

The ACFR IC Unit Analyst 1 is under the general supervision of the ACFR IC Unit Director.

Essential Responsibilities

In addition to those duties listed in the position description above, an ACFR IC Unit Analyst 1 may also perform the following for those material transaction cycles at various State agencies to which they are assigned:

1. Participates in applicable State agency's audit entrance conferences, status calls, and exit conferences, as deemed necessary by the ACFR IC Unit Director.
2. In consultation with the ACFR IC Unit Director, helps to develop and continuously evaluate internal control templates and processes to collaborate with State agency management to identify areas for enhancement of internal control processes material to the Statewide ACFR.
3. Reviews and updates the ACFR IC Unit's Finding Database when the Office of the Auditor General supplies its audit distribution communications for the release of its financial, compliance, and performance audits for agencies considered under the jurisdiction of the Governor for financial reporting.
4. Analyzes, reviews, and verifies the completeness of information provided by the Illinois Office of Comptroller by assisting the ACFR IC Unit Director of mapping out the current draft of the ACFR.
5. Receives and performs initial reviews on Fund Information Documents.
6. Consults with the ACFR IC Unit team members on the current status of internal control projects and/or change initiatives.
7. Performs other assigned or required duties which are reasonably within the scope of the ACFR IC Unit Analyst 1's duties.

CAPABILITY REQUIREMENTS

Education

Requires knowledge, skills, and professional development equivalent to completion of a Bachelor's Degree accounting, economics, finance, business administration, public administration or another degree with a significant relationship to the above tasks. A relevant professional certification (e.g., CPA, CIA, CISA) is highly preferred. Requires an introductory knowledge of current practices on varying professional accounting and auditing standards and statements.

Other Required Characteristics

Requires strong conceptual, communication, reading, composition, comprehension, interpersonal skills, and analytical skills. Must be able to work as part of a team, take initiative, and meet deadlines. Must be a critical thinker, detail oriented, have a professional attitude, be reliable, and can multitask under pressure.

Governor's Office of Management and Budget – Job Description

WORK LOCATION

All ACFR IC Unit Analyst 1 will work out of the GOMB Office located in in the WM Stratton Building in Springfield, Illinois. The building and GOMB offices are ADA-accessible.

SALARY/COMPENSATION, BENEFITS, AND POSITION CLASSIFICATION

Starting annual salary range: \$60,000 - \$75,000 – The starting salary will be determined based on level of experience when a job offer is made. Individual salary offers are computed based on applicant's experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

The agency offers paid parental leave, military and peace corps leave, and school visitation leave. The agency is committed to allowing flexible work options for disabled candidates.

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) 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)

COMPANY CULTURE

At GOMB, we foster a collaborative, inclusive, and supportive environment where innovation and professional growth are encouraged. We are dedicated to supporting our employees' success and well-being.

Submit resumes by email, regular postal mail, or by fax.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

NON-DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of their actual or perceived race, color, religion, national origin, ancestry, sex, age, sex, national origin, disability, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.