

Single Audit Analyst , Governor's Office of Management and Budget (GOMB)

AUTHORITIES AND RESPONSIBILITIES

The Governor's Office of Management and Budget (GOMB) is looking to hire a Single Audit Analyst to support the Single Audit Unit Director in developing, implementing, and monitoring GOMB's internal processes of overseeing, coordinating, and submitting the State of Illinois' annual single audit and compiling its schedule of expenditures of federal award.

RELATIONSHIP TO THE POSITION OF OTHER POSITIONS

The Single Audit Analyst is under the general supervision of the Single Audit Unit Director.

JOB DESCRIPTION

Job duties for the Single Audit Analyst include, but are not limited to:

1. Participates in the Statewide single audit meetings, as deemed necessary by the Single Audit Unit Director.
2. Oversees and tracks, along with key managers at agencies which receive federal funding, Statewide single audit requests, coordinates with stakeholders to identify and resolve bottlenecks, and notifies the Single Audit Director of any significant delays.
3. Performs program assessment procedures and evaluates agency internal controls and processes to identify areas for enhancement of compliance with federal regulations over the agency's federal programs.
4. Analyzes data for evidence of deficiencies in internal control over financial reporting and/or noncompliance with laws, rules, regulations, contracts, or grant agreements relating to the agency's federal funding.
5. Analyzes data to verify the accuracy and integrity of the agency federal grant information, including the Statewide schedule of expenditures of federal awards.
6. Reviews audit responses and remediation plans.
7. Monitors audit remediation activities.
8. Performs other assigned or required duties which are reasonably within the scope of the Single Audit Analyst's duties.

EDUCATION AND EXPERIENCE

Education

Requires knowledge, skills, and professional development equivalent to completion of a bachelor's degree in 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 preferred, but not required. Requires maintenance of a working 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, analytical skills, and supervisory and leadership 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.

WORK LOCATION

All Single Audit Unit staff will work out of the GOMB office located at 401 South Spring Street, William G. Stratton Building – Room 601 in Springfield, Illinois. The building and GOMB offices are ADA-accessible.

SALARY/COMPENSATION, BENEFITS, AND POSITION CLASSIFICATION

Starting annual salary range: \$55,000 - \$85,000

Governor's Office of Management and Budget – Job Description

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

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) 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)

RESUME SUBMISSION

Submit resumes by e-mail, mail, or fax:

E-mail: jobs.omb@illinois.gov

Mail: 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.