

## **OFFICE OF THE AUDITOR GENERAL**

### **AUDITOR III (Supervisory)**

#### **Position Description**

#### **AUTHORITIES AND RESPONSIBILITIES**

Responsible for applying general skills pertinent to governmental auditing in Illinois. Responsible for assisting in planning fieldwork and reporting audits of State agencies. May manage small audits or inquiries and may manage, coordinate, and monitor engagements to be performed by special assistant auditors under contract to OAG.

#### **RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS**

Exercises supervision over assigned personnel, tasks or assignments for which responsibility has been specifically delegated by an organizational superior; under the general supervision of a Director and, when appropriate, under the direct supervision of an Auditor V and/or Auditor IV. Reporting relationships may vary depending upon the nature of the assignment.

#### **PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS**

With limited need for direct supervision, the Auditor III:

1. Conducts background research of agencies being audited, including examinations of relevant statutes, rules, and regulations and may oversee the work of a team of auditors who are conducting background research.
2. Leads an audit team or participates actively as a member of an audit team, contributing ideas, completing assigned duties and discussing with the team leader methods to be applied in the audit context. As an active team member, may exercise some supervision over other team members.
3. Gathers, compiles, and analyzes data pertinent to audits performed by the Office and may oversee the work of an audit team involved in this process.
4. Travels to audit site locations and performs audit fieldwork which includes inspection of records and preparation and organization of workpapers showing the results of the audit examination. May oversee the work of a team of auditors who are performing fieldwork.
5. Conducts interviews of agency staff to elicit relevant factual information and may oversee the work of auditors who will conduct interviews of agency staff.
6. Prepares, writes or otherwise drafts preliminary audit findings and may oversee the work of an audit team engaged in preparing preliminary drafts of audit findings
7. Drafts audit reports or portions of audit reports.

8. Participates in developing survey and fieldwork audit plans.
9. Negotiates and monitors contract audits when assigned.
10. Exercises initiative for self-development by actively seeking increased knowledge of governmental auditing. Participates actively in on-the-job training and other training available through the office. May prepare for career movement to Auditor IV or an Audit Specialist position.
11. 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 II or demonstrated ability commensurate to the attainment of experience necessary to be promoted to the Auditor III position. 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**