

## **Fiscal and Audit Analyst**

### **JOB DESCRIPTION**

The Governor's Office of Management and Budget is seeking to hire a Certified Public Accountant (CPA) or CPA Candidate to serve in the Fiscal and Audit Analyst position. The Fiscal and Audit Analyst will work within the Grant Accountability and Transparency Unit and will assist in the State's implementation of the Grant Accountability and Transparency Act (GATA 30 ILCS 708). This challenging position provides an opportunity to transform federal and state grant compliance within the State of Illinois. This position is a great opportunity for someone that is passionate about grant management, knowledge of recent state and federal grant reform initiatives and has the drive to develop a deep understanding of the State's grant programs and the complexities of implementing the new federal guidance 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Job duties include, but are not limited to:

- Develop a strong understanding of the fiscal and audit requirements under 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Illinois Grant Accountability and Transparency Act;
- Coordinate the Audit Report Review process including corrective action plan acceptance by the State grant making agencies;
- Responsible for the oversight and maintenance of the Audit Report Review Management System;
- Manage the Audit Report Review contractor to ensure that audit reports are reviewed on a timely basis, adequate information is provided and distributed to grant making agencies;
- Schedule contractors to perform work paper reviews for audits that do not appear to meet auditing requirements;
- Provide recommendations to management on disposition of audits not meeting auditing standards;
- Review grantee audit findings and provide technical assistance to state grant making agencies on the acceptance of corrective action plans;
- Oversight of the Cooperative Audit Resolution Team and Audit Committee for the Audit Report Review process;
- Track and analyze audit findings by type and occurrence to provide recommendations on training to assist state agencies and grantees on a variety of internal controls to correct significant deficiencies and material weaknesses;
- Recommend performance measures for the Audit Report Review process;
- Assist in preparing an RFP for accounting firms to conduct the audit report reviews and work paper reviews, including management of the contractor selection process;
- Provide technical assistance for agency staff, grantees and subrecipients for audit and indirect cost issues;
- Provide support for the Indirect Cost Rate negotiation process;
- Manage the development and implementation of a Fiscal and Administrative On-site Review process in accordance with GATA frameworks;
- Assist in the compilation of the Statewide Schedule of Expenditures of Federal Awards;
- Be fluent in ongoing matters of state and federal guidance for the administration of grant funding; including State and Federal statutes, code of federal regulation, Illinois Administrative Code and state accounting requirements such as grant administration, cost principles, reporting, and audit requirements;
- Understand the State's Grant Accountability and Transparency Act structure, mission, implementation and ongoing assessment to make meaningful recommendations for improvement.

### **EDUCATION AND EXPERIENCE**

Candidates must be a CPA or CPA candidate with experience in Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards or experience in preparing financial statements in accordance with Generally Accepted Accounting Principles for State, Local Government and Nonprofit entities.

In addition, a successful candidate would have the following:

- Strong public finance background with experience in conducting desk reviews of Single Audit Reports, Financial Audits and Audits conducted in accordance with Government Auditing Standards;
- Knowledge of Internal Controls to ensure corrective action plans for audit findings are in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and/or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

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- Strong analytical capabilities to track performance measures and design monitoring and reporting systems. Software fluency must include Microsoft Excel, Word and PowerPoint. Experience with Microsoft Access is desirable;
- Strong writing and outline development skills to quickly assess and document developing facts to effectively communicate complex ideas to audiences with diverse backgrounds and technical skill sets;
- Ability to communicate clearly, briefly, and effectively verbally and in writing, often under time pressure and with competing demands; and
- Ability to accommodate a broad spectrum of technical assistance to various experience levels with respectful customer service orientation.

The ideal candidate will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or a willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses of audit findings from programmatic, fiscal and administrative perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks and projects;
- Ability to interact well with agency representatives, grantees, constituents and legislative and Governor's Office staff; and
- Pro-active approach to work, including a commitment for self-directed analysis in assigned areas to identify, decipher and offer solutions to issues before problems develop.

### **Work location**

This position is based in Springfield; occasional overnight travel is required.

### **SALARY/COMPENSATION AND POSITION CLASSIFICATION**

Salary and position classification will be determined based on the level of experience when a job offer is made.

**Submit resumes by mail, fax, or e-mail.**

**E-mail:** [jobs.omb@illinois.gov](mailto: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 race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled 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.