

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

INTERNAL AUDITOR I

Position Code: K4301

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs working-level professional internal auditing work in the conduct of financial and compliance audits throughout the Office of the Secretary of State; performs progressively responsible tasks under guidance of senior auditing staff.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans and conducts routine financial/compliance audits or assists senior auditing staff in complex audits in accordance with accepted auditing standards; develops procedures to meet established audit objectives.
2. Reviews and audits departmental operations to assure that planning, accounting, custodial and control activities are in compliance with management decisions, policies, procedures and statutory provisions.
3. Performs analyses of operations within the standard audit program; develops audit findings and prepares written reports identifying adequacy and effectiveness of departmental financial/compliance activities; makes recommendations on adoption of improved operating policies and procedures.
4. Assists in the development and implementation of policies and procedures relative to the internal audit program.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in accounting, business law, business management, computer science or economics and one year of professional experience in internal auditing work in a governmental organization.

Knowledge, Skills and Abilities

Requires extensive knowledge of bookkeeping principles and practice.

Requires working knowledge of the principles and practices of the professional accounting career discipline.

INTERNAL AUDITOR I (Continued)

Requires working knowledge of the principles and practices of internal financial/compliance auditing.

Requires working knowledge of the structure, purposes, functions of and interrelationships in state government.

Requires working knowledge of standard office practices and procedures.

Requires ability to express ideas clearly both orally and in writing.

Requires ability to establish and maintain satisfactory working relationships with management, supervisory and working personnel.

Requires ability to organize technical data in report and narrative form.

Requires ability to analyze audit results and make recommendations for improved policies, procedures and methods in accordance with standard internal auditing practices.

Requires ability to prepare technical internal audit reports.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - January 13, 1988

Effective - January 16, 1988

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year