

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

**INTERNAL AUDITOR II**

**Position Code: K4302**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, performs complex professional internal auditing work in the conduct of financial and compliance audits throughout the Office of the Secretary of State; performs more complex audits as senior auditor; provides guidance to lower-level staff.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Independently plans and conducts complex financial/compliance audits as responsible senior auditor in accordance with accepted auditing standards; establishes audit objectives and procedures.
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 unique or complex operations; develops audit findings and prepares comprehensive formal written reports identifying adequacy and effectiveness of departmental financial/compliance activities; makes recommendations on adoption of improved operating policies and procedures; works with operating department representatives to implement audit recommendations.
4. Assists in the development and implementation of significant policies and procedures relative to the internal audit program.
5. Provides guidance and assistance too lower level auditing staffs; assists in on-the-job training of audit trainees.
6. 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 two years of professional experience in internal auditing work in a governmental organization.

## **INTERNAL AUDITOR II (Continued)**

### **Knowledge, Skills and Abilities**

Requires thorough knowledge of bookkeeping principles and practice.

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

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

Requires extensive 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 ability to train and assist novice auditors in the conduct of internal financial/compliance auditing.

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