

Code: 2914
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Program Auditor I**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs at the entry level, conducting on-site programmatic and fiscal compliance audits of delegate agencies receiving federal and state funds; and performs related duties as required.

EXAMPLES OF DUTIES: Reviews less complex contracts, work programs and budgets to identify contracted services and compliance requirements; assists in notifying delegate agencies of scheduled audits, the submission of required reports prior to the audit and compliance issues that will be reviewed; uses monitoring instruments to conduct program and fiscal audits of agencies with relatively small programs and assists senior level staff in conducting on-site reviews of large agencies with multiple sites; conducts programmatic reviews to assess compliance with program management and administrative procedures, level and quality of services and staffing; conducts fiscal audits to ensure that appropriate accounting systems, procedures and controls are in place to properly account for appropriated funds; review financial records including insurance documents, payroll records, and payment vouchers to ensure proper expenditure of funds; inspects program facilities to assess compliance with health and safety guidelines; assists in preparing narrative and statistical reports audit findings and makes recommendations for corrective action in cases of non-compliance; provides technical assistance to delegate agencies in non-compliance and conducts follow-up visits to monitor agencies' progress in correcting identified deficiencies and achieving compliance; prepares work activity reports.

RELATED DUTIES: Works with senior level program auditors to resolve complex auditing discrepancies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, or an equivalent combination of training and experience is required.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Code: 2914
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Program Auditor I** (Cont'd)

Knowledge, Abilities and Skill. Knowledge of program monitoring and fiscal auditing practices and procedures. Knowledge of generally accepted accounting principles. Knowledge of techniques used to establish program performance measures. Knowledge of funding source reporting requirements.

Ability to conduct programmatic and fiscal reviews. Ability to prepare narrative and statistical reports on audit findings. Ability to provide technical assistance. Ability to access multi-level facilities.

Some skill in the application of auditing and assessment procedures. Some skill in assessing delegate agencies' compliance with contractual agreements. Some auditing skills. Some analytical skills. Some business math skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel