

CLASS TITLE: Program Auditor III

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs programmatic and fiscal compliance audits of the most complex nature and functions as a lead worker on large audit assignments of delegate agencies receiving federal and state funds; and performs related duties as required.

EXAMPLES OF DUTIES: Conducts and leads audit teams conducting on-site reviews of delegate agency programs to evaluate programmatic and fiscal operations for compliance with funding source requirements and contractual agreements; reviews complex contracts, work programs and budgets for large programs involving multiple sites to identify criteria and objectives for contracted services, performance measures and compliance requirements; participates in developing, monitoring and reporting instruments used to evaluate programmatic and fiscal performance of delegate agencies; conducts initial meetings with agency managers to discuss the audit process, request records and reports and coordinate the scheduling of program sites for audit; coordinates site visits, planning the audit schedule, making work assignments and reviewing monitoring instruments with audit team in preparation for programmatic and fiscal reviews of delegate agencies with multiple program sites; reviews narrative and statistical reports documenting audit findings prepared by lower level program auditors and makes recommendations for corrective actions in cases of non-compliance; works with auditors to resolve complex non-compliance issues; acts as a liaison with agency representatives, advising them on methods to resolve programmatic and fiscal deficiencies and explaining funding source guidelines and contract requirements; prepares unit's program activity reports.

RELATED DUTIES: May supervise a small program auditing staff; coordinates workshops for delegate agencies in need of technical assistance; reviews and approves payment requests for reimbursement requests submitted by delegate agencies.

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 supplemented by two years of progressively responsible program auditing experience, or an equivalent combination of training and experience is required.

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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.

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

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

Good skill in the application of auditing and assessment procedures. Good skill in assessing delegate agencies' compliance with contractual agreements. Good auditing skills. Good analytical skills. Good 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