



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**Grantee Auditor
Fiscal Unit**

The Illinois Criminal Justice Information Authority (“the Authority”), based in downtown Chicago, is seeking a qualified candidate for the position of Grantee Auditor in the Fiscal Unit. Under the general supervision of the Accounting Manager, the Grantee Auditor performs financial audits of federal and state grantees ensuring procedures, policies, legislation and regulations are followed; prepares detailed reports on audit findings; maintains, examines and reconciles general account books, records and documents; examines, reconciles and posts information from detailed account books and related reports.

The position of Grantee Auditor conducts on-site and desk audits for fiscal analysis and procedural audits of grantees; coordination of site visit objectives and posts audit activities with staff from the Federal and State Grants Unit; examines general ledgers, general journals, subsidiary ledgers, voucher registers, disbursement books, payroll records, statement of financial conditions, tax returns, contracts and leases, articles of incorporation and other documentation relative to the program and/or provider. In addition, the Grantee Auditor will serve as liaison between the Authority and the program or provider, prepares for and conducts the entrance conference to outline audit plans; requests financial records and other information needed to conduct the analysis; participates in communication with the Grant Accountability and Transparency Unit concerning suspension and debarment of grantees. In addition to the aforementioned, the Grantee Auditor prepares comprehensive reports of findings, including review results, calculations or review schedules; participates in the discussion of review findings.



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An ideal candidate would possess several of the following attributes:

- Bachelor's Degree or higher in accounting, finance or other relevant discipline
- Five years of accounting and financial audit experience, preferably with government grants
- Proficiency in Microsoft Office, Word, Access, Power Point, Excel with use of Pivot tables
- Ability to develop charts and spending trend data
- Excellent critical thinking, communication and analytic skills
- Ability to work independently and as part of a team
- Ability to travel

Interest should be expressed by email with cover letter and resume to Ms. Maria Espindola, Human Resources Coordinator, Illinois Criminal Justice Information Authority, Maria.Espindola@illinois.gov Application process closes on May 31, 2016.

Created in 1983 the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system. The Authority brings together key leaders from the justice system and the public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications for all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.