

Code: 2915  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

CLASS TITLE: **Program Auditor II**

CHARACTERISTICS OF THE CLASS: Under supervision, a Program Auditor II performs at the fully functional level, conducting on-site programmatic and fiscal compliance audits of the intermediate level where the positions work independently on moderately complex auditing assignments of delegate agencies receiving federal and state funds; and performs related duties as required.

ESSENTIAL DUTIES: Reviews detailed contracts, work programs and budgets requiring in-depth analysis to identify contracted services and compliance requirements; notifies delegate agencies of scheduled audits, required reports prior to the audit and compliance issues that will be reviewed; makes site visits to review agencies' operations, using monitoring instruments to verify and review required program records and financial documents; conducts programmatic reviews to assess compliance with program management and administrative procedures, level and quality of services and staffing; conducts fiscal audits requiring substantial knowledge of program procedures to ensure that appropriate accounting systems, procedures and controls are in place to properly account for appropriated funds; reviews financial records including insurance documents, payroll records, and payment vouchers to ensure proper expenditure of funds; inspects facilities to assess compliance with health and safety guidelines; prepares program and fiscal reports of audit findings and makes recommendations for corrective actions in cases of non-compliance; provides technical assistance to delegate agencies and conducts follow-up visits to monitor agencies' progress in correcting identified deficiencies and achieving compliance; prepares work activity reports.

RELATED DUTIES: Assists in developing and revising monitoring and reporting instruments; works with other auditors to resolve complex auditing discrepancies; 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 one year of program auditing experience, or an equivalent combination of training and experience is required.

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

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 programmatic and fiscal reviews. Ability to prepare narrative and statistical reports on audit findings. Ability to provide technical assistance. Ability to read and interpret contracts. 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