

ASSOCIATE DIRECTOR FOR FINANCIAL COMPLIANCE: The Associate Director for Financial Compliance reports directly to the Senior Director for Financial Compliance and has the following responsibilities:

1. Performance - Regular Assignments:

- a. Coordinate and conduct, through site visits and desk audits, risk-based fiscal monitoring of grant programs administered by the ICCB. Analyze and compile information gathered from monitoring activities into final reports.
- b. Develop, maintain, and update monitoring instruments that meet state and federal requirements for ICCB programs.
- c. Provide support and guidance to grantees and ICCB staff in the interpretation and administration of policies and procedures consistent with the grant administration process including all procedures required by EDGAR and GATA in partnership with program staff.
- d. Collect and assist in the review of all community college annual audits and budgets; supervise the review of federal and state compliance audits for non-college entities.
- e. Collect and consolidate schedules and reports submitted by community colleges for use in funding formulas and grant monitoring.
- f. Reconcile grantee's reported expenditures on the *Consolidated Year-End Financial Report* (CYEFR) to ICCB records and make reconciliations from periodic reporting and year end reporting.
- g. Assist in the college recognition process including evaluation steps, audit visits, and preparation of final reports.
- h. Coordinate with community colleges on procurement matters related to the Business Enterprise Program for Minorities, Females, and Persons with Disabilities, including collection of all Business Enterprise Program report submissions and disseminate to CMS.
- i. Coordinate and assist in updating the college data completion database for college submissions.
- j. Collaborate with ICCB staff from other divisions, particularly Adult Education, CTE, and Information Technology on the implementation of the statewide grants management system.
- k. Review the ICCB's fiscal and administrative systems of internal control in accordance with the Fiscal Control and Internal Auditing Act (FCIAA).
- l. Perform other duties as assigned by the Senior Director for Financial Compliance and the Deputy Director for Finance and Administration.

2. Liaison:

- a. Business Enterprise Program
- b. Governor's Office of Management and Budget - GATA Unit
- c. Illinois Community College Chief Financial Officers
- d. Illinois Community College Purchasing Consortium

Minimum Qualifications

1. Bachelor's degree in business administration, accounting, finance, economics or a field related to the position.

Associate Director for Financial Compliance (Continued)

2. Knowledge of grant monitoring; audit methods, standards, and procedures; or financial management concepts and practices.
3. Ability to review account records, statements, and documents for irregularities and noncompliance.
4. Ability to interpret state and federal laws and regulations governing accounting practices, grant management, and higher education.

Additional Desirable Qualifications

1. Ability to prepare written documentation of findings in a logical and concise manner.
2. Experience with complex research techniques and projects.
3. Experience with state agency or higher education funding.
4. Experience with, or adequate knowledge of, the community college system.
5. Experience with Microsoft Office products, particularly in creating Excel spreadsheets and use of formulas.
6. Ability to communicate effectively orally and in writing.