



### **ASSISTANT DIRECTOR FOR COMPLIANCE AND REPORTING:**

The Assistant Director for Compliance and Reporting is responsible for ensuring that all financial operations within the organization adhere to internal policies, state regulations, and industry standards. This role involves fiscal monitoring, overseeing financial reporting and providing guidance on compliance matters to support accurate and transparent financial practices.

#### **Duties/Responsibilities:**

- **Fiscal Monitoring:** Coordinate and conduct risk-based fiscal monitoring of grant programs through site visits and desk audits, compiling findings into final reports.
- **Recognition Process:** Assist in evaluating community college compliance with financial standards through on-site visits and report preparation.
- **Regulatory Compliance:** Research and ensure compliance with state and federal grant guidelines, providing technical assistance and training on Grant Accountability and Transparency Act (GATA), Uniform Guidance (2 CFR 00), and Electronic Data Gathering, Analysis, and Retrieval (EDGAR).
- **Audit Support:** Assist with audit responsibilities and grantee prequalification under GATA.
- **Risk Assessment:** Review and approve Internal Control Questionnaires (ICQ), evaluating grantee risk conditions.
- **Data and Report Management:** Verify accuracy of financial submissions, resolve discrepancies, and consolidate reports.
- **Tracking and Reporting:** Maintain tracking databases for submission deadlines and send reminders for overdue reports.
- **Financial Reconciliation:** Reconcile grantee expenditures and process credit hour claims, providing annual certifications.
- **Other Responsibilities:** Perform other duties as assigned, which may include occasional travel.

#### **Minimum Qualifications:**

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



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

#### **Additional Desirable Qualifications:**

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

#### **Salary and Benefits:**

- Salary range: \$43,700.00 - \$47,700.00 /year
- State Competitive Employee Benefits ([FY 2026 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS In Brief.pdf](#)

#### **Required Applicant Documents:**

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to [iccb.careers@illinois.gov](mailto:iccb.careers@illinois.gov) to complete the application process.

#### **Optional Applicant Documents:**

- Transcripts
- DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.

#### **Special Instructions for Applicants:**

401 East Capitol Avenue • Springfield, Illinois 62701 • (217) 785-0123 • [www.iccb.org](http://www.iccb.org)

State Universities Civil Service System Title: Grants and Contracts Associate (5040)



Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials are required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview. Register will be cleared after position is filled.

### **Important Information for Applicants:**

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.