



ASSISTANT DIRECTOR FOR COMPLIANCE AND REPORTING:

The Assistant Director for Compliance and Reporting is responsible for ensuring that financial operations within grant programs and among community colleges' reporting adhere to internal policies, state regulations, and industry standards. This role involves reviewing financial reporting from grantees and Illinois public community colleges to provide oversight, quality control and 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 financial record reviews resulting in final reports. Review final reports to assure grant funds paid were fully expended.

Recognition Process:

- Assist in evaluating community college compliance with financial standards through on-site visits and report preparation.

Regulatory Compliance:

- Ensure compliance with state and federal grant guidelines for grant programs, providing technical assistance and training on Grant Accountability and Transparency Act (GATA), Uniform Guidance (2 CFR 00), and Education Department General Administrative Regulations (EDGAR).

Grantee 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 community colleges' credit hour claims, providing annual certifications.

Other Responsibilities:

- Perform other duties as assigned, which may include occasional travel.

Salary and Benefits:

- Salary range: \$43,000.00 - \$50,000.00 /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 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:

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

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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.